

***SYMPHONY VILLAGE AT CENTREVILLE***  
***ARCHITECTURAL GUIDELINES***

*December 2014*



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# INTRODUCTION

Symphony Village at Centreville ("**Symphony Village**") is an active adult community designed to respect the visual character of its site, minimize environmental impacts and maximize water and energy conservation principles. In order to preserve and enhance these principles, these Architectural Guidelines are established to maintain certain standards by which the community may grow and develop.

The Architectural Guidelines provide an overall framework to allow the community to develop and progress in an orderly, cohesive and attractive manner, implementing planning concepts and philosophy which are required by regulatory agencies and desirable to Residents. The Architectural Guidelines include minimum standards for the design, size, location, style, structure, materials, color, and mode of architecture, mode of landscaping and relevant criteria for the construction or addition of improvements of any nature. They also establish a process for judicious review of proposed new developments and changes within the community.

The Architectural Guidelines contain typical improvements that could be undertaken by Homeowners. These may range from a major addition/alteration such as a deck or patio to a relatively minor project such as a storm door.

For each item there are general considerations, specific guidelines, and an explanation of what information must be submitted by the Homeowner for review in order to obtain approval for the improvement described.

The items noted do not constitute a complete list of improvements that are required to be reviewed and do not necessarily obligate Symphony Village to approve a particular application.

The Architectural Guidelines have been adopted by the Board of Directors of the Symphony Village at Centreville Homeowners Association, Inc. (the "Association") pursuant to the Declaration of Architectural, Conditions and Restrictions which have been recorded with the Queen Anne's County Land Records (the "Declaration"). The Architectural Guidelines will be enforced by the Officers of the Association and the Covenants Committee all as provided for in the Declaration.

To the extent that any government ordinance, building code or regulation requires a more restrictive standard than that found in these Architectural Guidelines or the Declaration, the government standard shall prevail. To the extent that the local ordinance is less restrictive than these Architectural Guidelines, and any standard contained in, or the Declaration, these Architectural Guidelines and the Declaration shall prevail.

# **RESIDENTIAL ARCHITECTURAL GUIDELINES**

## **Architectural Character**

The architectural design of any and all additions, alterations, and renovations to the exterior of an existing home shall generally conform to the design of the original home in style, detailing, materials and color. Any such addition, alteration or renovation shall be made only after application to, and written approval is received from, the Covenants Committee. Symphony Village is a community constructed of varying models on lots intended for a specific unit. The result is a mix of homes that complement each other, the neighborhood and the community in general. The overall effect is one of complimentary uniformity, an effect that distinguishes our community and which enhances the desirability and value of the properties.

The height of any addition to an existing home shall not be higher than the original ridge line and any such addition shall require application to, and written approval by, the Covenants Committee.

All proposed improvements to homes shall be built within the building setback lines originally established for Symphony Village or as modified by The Declarant with the requisite approval of Queen Anne's County and/or the Town of Centreville as appropriate, regardless of any more lenient requirements of any local governmental authority.

All materials used in maintenance, repair, additions and alterations shall match those used by the Declarant as to color, composition, type, and method of attachment. The Covenants Committee may allow substitute materials if such materials are deemed by the Covenants Committee in its sole discretion to be compatible within the theme of the community, **which may include black as an alternative to the original door and shutter color if this change does not violate the original objective of not having two adjacent houses with the same color scheme.**

When any additions, alterations, or renovations are performed to an existing home, the established lot drainage shall not be altered.

1. Any Owner or Resident who changes the existing grading or drainage shall be liable for all costs and expenses of repairing such changes, or any costs, liabilities, damages or causes of action arising out of such changes.
2. All roofs and sump pump ejector lines shall drain to the ground solely within the deeded lot area. Drain lines which direct roof drainage or sump pump water must be approved by the Covenants Committee and will comply with the following standards:

- a) A drain line plan with pipe sizes, discharge locations, emitters, and existing drainage patterns must be submitted on a plot plan of the property to the Covenants Committee for consideration;
- b) Air gaps must be provided between downspouts and sump pump ejector lines and drain line extensions;
- c) Roof drain downspouts, sump pump ejector lines, or any other surface runoff or groundwater may never be connected directly or indirectly to any public sanitary sewer or storm water system;
- d) Replacement gutters, downspouts, and gutter covers (Gutter Guard, Gutter Helmet, or equivalent) shall match those originally installed in color and composition.

### **Private Area**

The Private Area of each lot is defined as the area between the side setback lines, behind the twenty foot front setback line and in front of the ten or fifteen foot rear setback line. The Private Area also includes all portions of the lot within three feet (3') of the front service walk as originally installed by The Declarant. On lots where the rear-most foundation wall of the home as originally constructed by The Declarant is less than fifteen feet (15') from the rear setback line, the rear line of the Private Area will be a line fifteen feet (15') from and running parallel to such rear-most original foundation wall.

To preserve attractive view corridors and promote efficient landscape maintenance, no installation of landscape, hardscape materials or other improvements by Owners shall be approved for any portion of the lot outside the Private Areas, except in the following limited circumstances.

For (in) rear yards of all lots, or (ii) side yards, the installation of landscaping, hardscape materials or other landscape improvements by Owners may be permitted in the applicable (i) rear yard or (ii) side yard **provided** plans thereof **are approved in writing by the Covenants Committee prior to the installation** of any landscaping, hardscape materials or other landscape improvements on any such lot. Plans for any such installation must otherwise be in conformance with the provisions of the Architectural Guidelines and contain acceptable plantings and materials. The Covenants Committee, in its sole discretion, may consider the following criteria when reviewing a request hereunder: (i) the impact the improvements will have on views, both on and off the subject lot; (ii) the impact the improvements will have for purposes of future maintenance of the areas affected by said improvements; and (iii) whether the

improvements will enhance the overall appearance of the community. The Covenants Committee shall have the express right to specify the location of any such improvements outside the Private Area. In addition to prior approval by the Covenants Committee, each Owner proposing any such improvements outside the Private Area must first notify and obtain written signature of all Owners who own lots which are contiguous to the lot which is the subject of such improvements. The written acknowledgment of notification(s) of the adjacent Owners shall be made a part of the application to the Covenants Committee for such improvements.

### **Landscape Requirements and Guidelines**

The Association shall be responsible for the normal management and upkeep of all lawns installed on Lots by the Declarant or Builder. Such upkeep shall include regular periodic mowing and fertilizing of lawns and annual spring mulching of landscape beds and periodic (as determined by the Board) leaf removal (excluding, however, leaf removal in natural and/or undisturbed areas of any lot), and maintenance and upkeep of irrigation systems (front and side yards only). The Association may, but shall not be required to, install flowers and other plant material (and remove and/or replace the same periodically) on a lot in accordance with a landscaping plan prepared for the community in order to achieve a uniform landscaping scheme and appearance. The Association shall not have any obligation to water lawns in the backyards of lots or landscaping on a lot and the same shall be the responsibility of the Owner. The upkeep required on a lot shall specifically exclude the upkeep of any house or other improvements constructed on a lot. Each Owner shall keep their lots reasonably clear of furniture or other personal property so as to facilitate mowing of lawns and any other activity of the Association permitted pursuant to the Declaration. Any additional expense incurred by the Association as a result of the failure of an Owner to abide by these provisions shall be paid by such Owner and shall be subject to an assessment for such costs.

Certain areas have been designated as open space, wetland or preserve on plats and shall be maintained as required by regulatory authorities and as described in specific permit conditions and in the Declaration. No Owner or Resident may mow, fertilize, apply pesticides to, maintain, alter or modify any area not owned by the Owner, including areas set aside as open space or preserve.

### **Exterior Modification and Disturbance to Irrigation**

When performing exterior modifications in or around the sprinkler system (such as installing pavers on the side of driveways or planting in existing gardens or establishing new gardens), it is **mandatory** that in addition to submitting an **Application for Exterior Modification to the HOA through the Covenants Committee**, that you also submit signature of current irrigation contractor



**to show that review of existing irrigation heads has been done & any necessary move or cap will be done to affected irrigation heads.** Only the current irrigation contractor can specifically do this work because they maintain the system and changes made by a random contractor could affect other homes adversely. You can make an appointment with the current irrigation contractor by calling them directly, and the Homeowner bears the expense of the work (usually minimal). This is particularly important when installing a permanent generator which requires a new gas line to be installed.

1. The plantings prohibited in Symphony Village were selected after consideration of many factors. A list of the prohibited plantings is set forth in Appendix "D".

2. Individual plantings of annuals which are seasonal in nature and do not exceed eighteen (18") in height do not require the approval of the Covenants Committee, PROVIDED, that all such plantings are within the Private Area. Homeowner shall be responsible for all maintenance of individual plantings and planting beds not installed by the Builder. All planting beds, flowers, bushes, vines and trees planted by the Homeowner shall be maintained in a manner to conform to the overall design and landscape architecture of the community at the expense of each individual Homeowner. Neither the Declarant nor the Association shall be responsible for any landscaping installed by individual Homeowners that are damaged by normal maintenance of the yard by the Association or its designee. Vegetable or fruit plants, trees or vines cannot be planted in the planting beds in front yards or kept in containers in front yards. However, vegetable or fruit plants, trees or vines can be planted in the planting beds in backyards or in containers that are kept on back patios or decks. Vegetable or fruit plants or vines cannot be visible from the street.

3. Plantings of trees, shrubs, ground covers, perennials, grasses and vines shall take into account future growth, be at a reasonable distance from foundation walls and be maintained. A list of approved plantings is in Appendix E.

4. The ground surfaces of all portions of the lot outside the Private Area shall be covered with turf or approved plantings. The ground surface of the Private Area shall be covered with approved living or inert materials, where turf is used within the Private Area, sod is recommended with no more than a twenty percent (20%) mixture of perennial rye or fescue added to the blend. Stone or gravel mulch must be approved prior to installation, by the Covenants committee. Groundcover or inert material shall not be used to spell out names, nicknames, names of states, city athletic teams, slogans, states emblems, geometric patterns or any other communication. Stones or pavers shall not be used as a bed-edging material without approval, and are not permitted on turf areas. The Covenants Committee reserves the right to limit the number of stones or boulders used as decoration in a landscape.

5. Use of concrete or asphalt in front and street side of Private Areas will not be allowed. The Covenants Committee may approve brick or pavers walkways on either or both sides of standard driveways under the following conditions: The Homeowner must contact the Developers irrigation contractor for relocation of any sprinkler system components in the area indicated for the walkway.

6. Approval is needed for fountains. Fountains shall be limited to a height of four feet (4') above the natural grade of the lot. Any fountain shall be compatible with the overall architectural theme of Symphony Village. Design of the fountain should discourage creation of stagnant pools of water.

7. Front yard decorative components such as statues and artifacts shall be limited to six (6) with a height not to exceed four feet (4') above the natural grade of the lot. Statues and artifacts will be allowed in the Private Area of the lot if they meet the following criteria:

a) Seasonal statues, artifacts, lighting and other decorative landscaping items may be allowed within thirty (30) days prior to, and ten (10) days after a holiday season, which period may be extended by the Covenants Committee, in its sole discretion, due to extreme weather conditions and, during such extended period, lighting may not be illuminated; Statues and artifacts will be allowed specifically as provided for in these Architectural Guidelines; approval is required;

b) *Bird House or Bird Feeder: UP to one (1) Bird House or Bird Feeder not exceeding four feet (4') in height may be permitted in the Private Area;*

c) No ornaments or statuary shall be attached to the home. Only houses with porches may have attached hanging baskets;

d) The Covenants Committee reserves the right to limit the number of statues and artifacts in the Private Area. Neither the Declarant nor the Association shall be responsible for repair to any statue or artifact in the Private Area that is damaged by normal maintenance of the yard by the Association or its designee;

e) The Covenants Committee reserves the right to require screening of statues and artifacts from neighboring lots or the street.

8. Landscape architectural features (including such items as benches, planters, yard lights, etc.) are integral parts of a landscape architectural design and **must be** submitted for approval. Drawings must be provided to the Covenants Committee, which clearly show the location, size, and materials planned for these features. In addition, a photograph of the home and the relationship of the feature to the existing or proposed landscape must accompany the submittal. Landscape architectural features will be located in the Private Area of the lot only. Furniture, including but not limited to chairs, tables

and benches whether designed for exterior or interior use, shall not be placed in the planting beds.

9. Pruning of the original trees planted by the landscape company will be performed by the contracted landscape maintenance company.

10. The Covenants Committee may approve backyard irrigation systems under the following conditions:

a) An exterior modification request must precede any activity on any such project;

b) The Homeowner must contact Miss Utility of Delmarva (800-441-8355) to determine the presence and position of any underground utilities in the impacted area;

c) Any proposed sprinkler must be attached to the Homeowner's metered town water system, or operate off an existing outside faucet. Because these systems place demand on the Town water supply, Homeowner or contractor must apply for a building permit from the Town of Centreville;

e) Verification of all of the above must be presented to the Covenants Committee before construction begins;

f) Homeowner absolves the Builder, Developer and Association of all responsibility regarding issues related to the installation, operation and maintenance of a sprinkler system installed under this provision.

### **Landscape Lighting**

Low-voltage and decorative lighting are allowed within the Private Area of residential lots only. Guidelines for these two (2) types of lighting are defined below.

1. Low Voltage Lighting:

a) Low voltage light fixtures may be used in the Private Area for on-level path lighting, up-lighting, down lighting and landscape architectural accent lighting. Tree-mounted down lights shall be shielded from both street and neighbors' view;

b) Low voltage fixtures shall be located and aimed carefully. Fixtures shall not constitute a nuisance or hazard to any Owner or neighboring Resident;

- c) A lighting layout plan for low voltage fixtures shall be submitted to the Covenants Committee for review and approval. The submittal shall include a plan of existing landscaping and hard surface locations, proposed light fixture locations, and manufacturer and light type and may not exceed thirty inches (30") in height;
- d) Junction boxes shall be placed below grade or screened to minimize daytime visibility of hardware;

2. Decorative Lighting:

- a) Exterior building or deck-mounted light fixtures, including spotlights, floodlights, lantern lights and stair lights shall conform to the architecture of the home and are subject to approval by the Covenants Committee. Enclosures of light fixtures shall be designed to conceal or enclose the lamp bulb. No lighting shall be permitted that constitutes a nuisance or hazard to any Owner or neighboring Resident;
- b) Security spotlights and security floodlights must be activated by a motion detector or on/off switch.
- c) Fixtures may be incandescent, metal halide, mercury vapor, or high-pressure sodium or gas lamps. Colored lamps are not allowed. Colored insect bulbs are permitted in the patio area. When gas lamps are installed, all gas line extensions and installation must adhere to local code;
- d) Junction boxes and other lighting hardware shall be placed below grade or screened by landscape material to minimize daytime visibility;
- e) Lamp Post Style light fixtures shall not exceed a height of six feet (6') from finished grade. Post-mounted light fixtures shall conform to the architectural character of the home and will be subject to approval by the Covenants Committee;
- f) Bollard light fixtures shall not exceed a height of forty-eight inches (48") from finished grade. Bollard light fixtures shall conform to the architectural character of the home and will be subject to approval by the Covenants Committee;
- g) Seasonal lighting is permitted for illumination during a thirty (30) day period prior to and ten (10) day period after the holiday season. Seasonal lights may be installed between

November 15 and January 15, but may only be illuminated as stated above. Should extreme weather conditions become a factor in removal of seasonal lights within the designated time frame, the Covenants Committee, in its sole discretion, may grant an extension of the allowable period of removal. Seasonal lighting and electrical cords shall be located so as to respect driveway snow plowing operations and sidewalk snow removal operations. Cords shall never be located over public sidewalks;

h) Attaching lighting to your home may void applicable warranties from the Declarant.

### **Storm Doors**

All storm door additions must be full view, white or painted to match the front door subject to approval by the Office Manager. **Full view doors with narrow center mullions and sliding or removable screens require approval by the Covenants Committee.**

### **Home Maintenance**

Symphony Village Homeowners are responsible for the maintenance on the exterior structure of their homes. This includes the painting of doors, shutters, door frames and trim. If a Homeowner wishes to change the color of their door or shutters, they must submit a modification request to the Covenants Committee.

### **Changing Front Entry Door**

A new front entry door for homes in Symphony Village should be respectful of the traditional nature of the design of the community. Therefore, the following list is the criteria for acceptable and unacceptable doors.

A listing of the criteria for an acceptable door follows:

- It will be in a traditional style
- Window / windows will be allowed in the door
- Clear, frosted or textured glass may be in the window
  - (Textured glass may be known as rain glass, granite glass, water glass, etc.)
- It will be painted the same color as the door and shutters presently on the house

A request must be presented to the Covenants Committee for approval before installation of the door.

## Unacceptable door modifications

- A door having window / windows with colored glass
- A door having wrought iron or something resembling wrought iron on the glass window
- Designs that are of a contemporary design

## **Security Doors/Windows/Bars/Grills**

Security doors/windows/bars/grills are prohibited.

## **Attic Fans**

The following solar powered attic fan, and gable mounted or electric solar attic fan guidelines apply:

Solar or electric powered attic fans and gable mounted solar attics fans can be installed on the side or back roof locations that do not slope toward the street. Houses that are on street corners can only use roof positions that do not face either street. Gable mounted solar powered fans can only be installed on a rear-facing wall that is not visible from the street. The exterior visibility of the unit must be kept at a minimum. The profile should not extend more than one foot in height. All units must be black. Homeowners will be responsible for any damage or leaks caused by the installation of these items. Such damage is not covered by the Builder warranty. Attic fans are subject to approval by the Covenants Committee. Kitchen exhaust fans must meet the same requirements and are subject to the same approvals.

Applications for approval must include (at a minimum):

- Plat house plan indicating location of proposed improvement.
- Contractor information.
- Materials description including model and/or color numbers.
- Complete product literature.
- Drawings including fan dimensions.

## **Awnings**

Awnings can be installed over patios and decks and must be submitted to the Covenants Committee for approval. The maximum width of any proposed awning is not to exceed the width of the house. Only solid colors are permitted. Smart drops, sun drops or shades are permitted, however they must be taken down at sunset. Wind sensors are highly recommended.

Applications for approval must include (at a minimum)

- a) Plot plan for lot indicating location of proposed improvement.
- b) Contractor information.
- c) Materials description including a sample of the color.
- d) Complete product literature.
- e) Drawings with plan view and elevation with dimensions.

All requests for awnings must be submitted to and approved by the Covenants Committee.

Metal and fiberglass awnings are not permitted.

Approved colors for awnings can be found in a notebook at the office. This book is not to be removed from the office.

### **Flags/Flagpoles**

There shall be no stand-alone flagpoles allowed on Residential lots in Symphony Village. Two (2) flag mounts may be attached to the eave of the house, or to the face of the residential structure, if the mount is secured to a wooden stud or anchored in masonry. A max of two flags may be installed at any one residence. No part of the United States flag may extend six (6') feet beyond any eave. Daytime display of the American flag is from sunrise to sunset only. The United States flag may be displayed 24 hours a day if properly illuminated at night provided the lights do not disturb other Homeowners in the area.

### **Structural Changes**

No Owner may make any exterior structural additions, alterations or improvements to his home without the prior written approval of the Covenants Committee. Nor may they impair any easement without the prior written consent of the Covenants Committee subject to the right of appeal to the Board and as provided in the Bylaws. Nothing herein shall be construed to prohibit reasonable adaptation of any Home for handicap use or accessibility.

### **Fences, Walls and Rails**

No fences shall be permitted to be constructed on any lot. This provision shall not preclude an Owner from installing an "invisible" pet fence. All wiring must be buried no less than six inches (6") inside the lot line. No alterations of the yard grade shall be permitted from the installation of such system. Owners will be responsible for any damage to the irrigation system caused by installation of an "invisible" pet fence. Neither The Declarant nor the Association shall be responsible for repair to any system that is damaged by normal maintenance of the yard by the Association or its designee. Regardless of the method of

restraint used, pet owners are responsible for assuring that their pets do not run free. Pet owners are liable for any damage to persons or property caused by their pets.

Lattice or similar features around a deck or patio is subject to approval by the Covenants Committee.

No alterations, changes, or additions shall be allowed to walls provided by the Declarant for any residence, if any are so provided, without the prior written approval of the Covenants Committee.

Any rail may extend from the existing home, but only to surround a deck or patio. It must be constructed in such a manner as to meet local and national building codes. All rails must be constructed with a smooth top so as to be able to serve as a handrail.

### **Ramps and Hand Railings for the Disabled**

Permits are required by Town of Centreville and/or Queen Anne's County for the construction of external ramps and hand railings for the physically challenged. Specifications are available from the Department of Planning and Zoning, Office of Building Permits, the Liberty Building, Centreville, Md. These specifications are in accordance with the American With Disabilities Act. Wrought iron fencing must be black. Use of white PVC railing is permitted.

### **Solar Panel Equipment and Installation**

. See **Appendix H** for approval process for installation of solar panels on the roof.

### **Satellite Dishes**

Antenna, satellite dish or other device for the transmission or reception of television or radio (including amateur or ham radios) signals will be subject to approval by Office Manager in accordance with FCC laws.

### **Play Equipment and Lawn Furniture**

Swing sets and other non-portable play sets are not permitted on private lots. All portable play equipment, garden equipment, and lawn furniture must be stored nightly within the Private Area and shall not be left on other portion of the lot so as to impede mowing and maintenance activities.



## Trash and Recycling Containers

All trash containers shall be covered containers and shall be stored in the garage of each home. Trash and recycling containers may be left out for collection at dusk on the day prior to collection and must be restored by dusk on the day of collection.

## Signage

1. Unless restricted by Queen Anne's County, the following will apply:
  - a) No more than one (1) "For Sale" or "Lease" sign shall be permitted to be placed on any individual lot within the community. Such sign shall be located wholly within the lot being advertised "for sale". The sign shall be of conforming size, having a combined total face area of not more than four (4) square feet with no more than 2 "tack on" identifiers that include name, phone number etc. The sign must be removed within two (2) working days following the closing of the property, or the termination of the listing agreement. "Open House" directional signs which give directions to a house which is for sale or for lease to which the public is invited for a walk-in inspection are to be removed at the conclusion of the open house;
  - b) Security/alarm notifications shall be limited to placards provided by the alarm company not to exceed five by seven inches (5" x 7") in size.
  - c) No more than one house number plaque shall be allowed to replace existing house number and will be placed at the original house number location. It may include house number, street name and be no larger than 16" wide and 10" high and/or conform to size of existing house number.
  - d) In accordance with the Declaration, no other signs are permitted on any residential lot including political endorsement signs.
  - e) Notwithstanding the above, Developer shall be allowed to install any sign(s) necessary for purposes connected with the development of Symphony Village and/or as may be described in the Declaration.

## **Swimming Pools & Spas**

No swimming pools, hot tubs, spas or fish ponds may be installed on any lot.

## **Barbeques**

Built-in, and barbecue units shall be for cooking only and must be located within the rear yard private areas. Location must be carefully planned to minimize smoke or odors affecting neighboring properties. All barbecues must be located at least four feet (4') from any wall of the residence. All outdoor fires must be natural gas, propane, or charcoal. Outdoor wood burning is prohibited.

## **Decks and Patios**

Decks and patios should be designed in harmony with the architecture of the home. Decks are permitted only on basement lots. All handrails, rim joists, stringers, spindles and any other vertical member shall be constructed of composite wood with vinyl railings available in white, gray or cedar colors. Decking, flooring, and understructure can be constructed out of wolmanized or composite lumber. A dimensional plan, construction details, plat map, and photographs of the existing home must be submitted with the application to the Covenants Committee. No deck or patio will be constructed that is in conflict with the drainage pattern as established for the lot.

No extensions or modifications of decks or patios as constructed by Declarant shall be permitted without prior written approval of the Covenants Committee, no extension or modification shall be approved if it is determined to have a material adverse impact upon neighboring properties and/or the community. The size of decks and patios shall be determined by the available space per lot, within the Private Area. The Covenants Committee reserves the right to limit the size and location of decks and patios.

Deck rails cannot exceed forty-eight inches (48") in height, from decking, and must be constructed to match the material and color of the decking and trim of the home. A dimensional plan, construction details, plat map, and photographs of the existing home must be included in the submittal. A rail may extend more than twelve feet (12') from the existing home, but only to surround a deck or patio. It must be constructed in such a manner as to meet local and national building codes. All rails must be constructed with a smooth top so as to be able to serve as a handrail.

It is strongly recommended that if an elevated deck is installed/attached to the rear of the house, the Owner can and should install steps to allow for egress from the elevated deck.

## **Patios – concrete, brick pavers**

Patios shall be an appropriate size for the area in which it is to be located, with consideration for its impact on adjacent properties. It shall be harmonious with the architecture of the house in design, detail, material and color. Modifications or additions to an existing patio must incorporate the same materials, colors and detailing as the approved existing patio.

### **Specific Guidelines**

Patios shall be located in the rear except for homes on corner lots. Patios shall be designed as an integral part of the house and property and location should minimize any tree removal. Acceptable materials are concrete or concrete pavers, brick or flagstone. Changes in grade or drainage pattern must not adversely affect adjoining properties. The location should provide reasonable visual and acoustical privacy for neighbors.

### **Submission Requirements**

- 1) Existing site plan showing the house, property lines, easements, any accessory structures, fencing, decking, and the location of the proposed patio.
- 2) A plan to scale, showing the house and the proposed patio, dimensions, and an indication of type of materials to be used.
- 3) Detailed construction drawings.
- 4) A landscape plan identifying plant materials and sizes.
- 5) Contractor information.

### **Gutter Guards**

1. The installation of flat gutter leaf covers similar to Sheerflow Gutter Filter (Lowe's), Gutter World and Leaf Guard Plus (Home Depot), Leafilter Gutter Cover, GutterTop. (Clinch), Waterfall, etc. will require an application. Color shall only be white to match the existing gutters.
2. The installation of raised gutter covers; up to a maximum of 1" above existing gutters similar to Gutter Helmet, (Hart and Cooley) will require an application. Color shall only be gray to match existing roofs since these covers are fully exposed above the gutters.

3. The installation of raised gutter covers; up to a maximum of 1” above gutters similar to Gutter Guard/K-Guard (Dixie Home Crafters) create a special condition that must be met. Gutter Guard is sold as an entire gutter system that requires the replacement of the existing aluminum gutters with their gutter. Then, their gutter cover is attached. This gutter system must be purchased and installed with a white gutter and a gray gutter cover and will require an application.
4. All gutters are to be white. All flat gutter covers are to be white. All raised gutter covers, as reference above, are to be gray.
5. Other styles or colors are subject to approval by the Covenants Committee.

### **Pergolas, Trellises, and Arbors**

Arbors may be placed in the back yard only. No more than two arbors can be installed. Trellises may be placed in the front garden. A trellis may be placed by the lantern but is to be no more than 59 inches in height. It should not reach above the globe of the lantern. The number of trellis in the front yard area is limited to two (2). All requests must be submitted in writing to the Covenants Committee. Colors for arbors and trellises are white or black only.

Pergolas may be installed in the back yard only. Please see **Appendix I** for details.

### **Skylights**

Skylights should be located such that they are not visible from the front of the building and are subject to approval of the Covenants Committee.

### **Screen porches / Sunrooms**

Screen porches and Sunrooms may be allowed. Please refer to **Appendix G** in this document, and the Manual at Management Office

### **Prohibited Structures**

1. Pursuant to the Declaration and/or these Architectural Guidelines, the following structures shall be prohibited from use in Symphony Village:
  - a) Visible fences;
  - b) Stand alone flagpoles;

- c) Storage buildings or sheds;
- d) Clothes lines or clothes poles;
- e) Compost Bins;
- f) Tents of a permanent nature;
- g) Swimming pools, spas, hot tubs, fish ponds;
- h) Dog Houses/Kennels;
- i) A bird or squirrel house exceeding 48" in height;
- j) Accessory buildings, including gazebos, greenhouses and guest houses unless constructed by The Declarant;
- k) Individual air conditioning units extending from windows;
- l) Children's play equipment.

**All applications for exterior structures must receive written approval by the Covenants Committee before installation will be permitted.**

### **Propane Tanks**

Propane tanks must be buried (underground). Above ground propane tanks are prohibited, except when necessary on a temporary basis for the repair or removal of the permanent in ground tank. A temporary tank will only be allowed for a period of 30 days, and must be removed at the completion of repairs or after installation of new in ground tank. An exterior modification form must be submitted to the Covenants Committee for approval before removal and replacement process can begin. The Homeowner is responsible for any damage to common property as a result of repair or removal of the tank and installation of the new tank. All property common or private must be restored to its original conforming look.

### **Permanent Generators**

Generators may be installed by the Homeowner following these guidelines.

1. Must be similar make/model to the Kohler 14 RES or Cummins Onan RS 13A.

2. Must be considered “ultra quiet”. Meaning, the acceptable decibel level must be 64 to 66 decibels definitely not to exceed 70 decibels (60-70 decibels is considered to be the level of normal conversation).
3. Generator must run on propane fuel.
4. Anti-vibration or vibration dampening installation methods must be employed.
5. Must be installed on same side of home as heat pumps.
6. Must not interfere with the irrigation system. Any damage to the irrigation during the installation process is the responsibility of the Homeowner.
7. Exterior modification request must be submitted to Covenants Committee for approval. When submitting request Homeowners must include specifications of model to be installed showing decibel level, anti-vibration installation methods, approved Builder’s permit, location of gas line, etc.

### **Submission Requirements**

- 1) Existing site plan showing the house, property lines, easements, any accessory structures, fencing, decking, and the location of the proposed generator.
- 2) A plan to scale, showing the house and the proposed location of the generator. Generators must be at least 36 inches from existing walls and a minimum of 5 feet from any operating window according to NFPA 37 Section 4.1.4.
- 4) Contractor information.
- 5) Approved electrical/gas installation permit.
- 6) Upon completion of installation, Homeowner will provide the Covenants Committee a copy of the final inspection of the generator installation.

## **ARCHITECTURAL REVIEW**

To retain the beauty and architectural integrity of the community, the Covenants Committee will evaluate applications for additions for both subjective and objective criteria. Each application will be evaluated individually and many factors will be considered including visual impact, neighbor privacy, lot size and configurations. The architectural review process has been established to maintain the integrity of the architectural design character of Symphony Village. To this end, the Covenants Committee will review all proposed additions, improvements or alterations on homes for conformity with the Architectural Guidelines. Article IX of the Declaration sets forth provisions with respect to the review process.

Version 12/4/2014

## **Residential Property Owners**

Owners are required to submit plans (described below) to, and receive written approval from, the Covenants Committee prior to performing additions, alterations, or modifications to (1) existing homes, (2) exterior painting, (3) landscaping, (4) any exception to or deviation from the Architectural Guidelines, or (5) any concrete work, ancillary equipment, signage, and any and all other such on-site improvements not listed in the Architectural Guidelines, as well as all requirements of the Declaration. Approved color, stone and brick selections are provided in **Appendix "F"**.

### **Submittals for Changes and Additions**

1. The Owner shall submit an application form as provided in Appendix "B" showing the plans for the proposed improvement as follows:
  - a) For landscaping plan approval, or amendments to an approved landscaping plan, the Owner shall submit two (2) copies of the landscaping plan for the lot, including a description of all varieties and sizes of trees and shrubs, with the location of each tree and shrub clearly delineated on the plan. To the extent the Owner can color code the trees and shrubs and provide a legend, it will facilitate review. If the submittal is for an amendment to a previously approved landscape plan, the existing trees and shrubs shall be marked on the landscape plan with a circle marked with a dashed line and a cross in the center indicating their location, and with the proposed additions marked on the landscape plan with a circle marked with a solid line and a dot in the center. All deleted landscape materials shall be described as part of the submittal. In the event the Owner desires to install any hardscape, including but not limited to brick, masonry, railroad ties, wood trim, concrete, rocks or other inert material, such items shall be clearly marked on the landscape plan and a legend shall be provided so that the reviewer can easily determine the location and type of material. Lots have been designed and graded to provide positive drainage from the lot and to protect environmental resources; in the event Owner's plan proposes to alter the grade of the lot, the location of all drainage structures and direction and slop of flow must be indicated on the plan. Owner shall hold harmless the Declarant and the Association for any damage to any party caused by the alteration of the grade by the Owner's landscaping, including

damage to the Owner's house. Owners will be responsible for any damage caused by any change to drainage by themselves or hired landscapers;

- b) Owners are advised that the Town of Centreville and/or Queen Anne's County requires certain permits, depending on the proposed change, alteration or addition. It is the Owner's responsibility to comply with permit requirements. The Owner shall provide the Covenants Committee with copies of any such required permits if so requested;
  - c) Prior to submittal of a request for a permit to be used by the Town of Centreville and/or Queen Anne's County, the Owner will obtain the approval of the Covenants Committee of any plans, changes, alterations or additions inclusive of, but not limited to, those items outlined above;
  - d) Any permit or approval issued by the Town of Centreville and/or Queen Anne's County shall in no manner whatsoever bind the Covenants Committee with respect to approval or denial of any application for items submitted for consideration; the Covenants Committee shall be fully independent and will have full authority for approval or denial of any such matters.
2. The Covenants Committee shall review such submittals without a hearing and based solely on the information contained within each submittal. Every effort shall be made to respond within thirty (30) days. The Covenants Committee's decision shall be final on all reviews.
3. Upon completion of review by the Covenants Committee, one (1) set of plans shall be returned to the Owner accompanied by a letter indicating the Covenants Committee's decision and shall be rendered in one (1) of the following three (3) forms.
- a) "Approved" – The entire document submitted is approved in total;
  - b) "Approved as Noted" – The document submitted is partially approved. An Owner may proceed with the work to be performed as modified, but must comply with any and all notations on the submittal;
  - c) "Not Approved" – The entire document submitted is not approved and no work may commence.



### **Effect of Building Permit**

If the plans submitted by an Owner require a building permit, the approval by the Covenants Committee is not a guarantee that such plans will be approved by the Town of Centreville and/or Queen Anne's County. If the Town of Centreville and/or Queen Anne's County requires modification to such plans, such modifications must also be approved of by the Covenants Committee for the Owner to remain in compliance with these guidelines.

## **ENFORCEMENT OF INSTRUMENTS**

Article IX of the Declaration describes scope of authority of the Association, including the review and determination of alleged violations by Owners and Residents, execution of certain remedies, and recommendations to the Board of Directors of the Association for further action. The Declarant or the Association may execute certain remedies as provided for in Article IX of the Declarations.

### **Non-compliance by Owner**

Article IX, Section 9.8 of the Declaration describes the Association's right to require the Owner to remedy any non-compliance. After notice of the violation, the Owner shall have thirty (30) days to complete the remedy. If the remedy cannot be performed within thirty (30) days, the Association shall take the time estimated for taking the remedial action into consideration. If Owner has not complied within thirty (30) days, or the time period otherwise designated by the Association if applicable, the Board of Directors or a duly authorized representative of the Association shall have the right to enter the property to perform the necessary work to bring the property into compliance. All costs incurred by the Association to bring the non-complying Owner into compliance, including the cost of the work and interest, shall be charged to the Owner as a Benefited Assessment. Any amounts invoiced to the Owner pursuant to this paragraph or pursuant to the Declaration as Benefited Assessments shall be due and payable within thirty (30) days of the receipt of such invoice by Owner. The failure of the Owner to pay a Benefited Assessment levied against Owner is a default and could subject Owner to suspension of his voting rights and rights to use the Common Area(s) and the Recreation Center and such additional remedies as are provided in the Declaration. The decision to suspend an Owner/Member's rights to use such facilities will be made by the Officers of the Association.

### **Appeal of Decision**

Any Owner, lessee, or other Resident aggrieved by a decision of the Covenants Committee may appeal such decision. An appeal shall be considered only if the appellant has modified the requested action or has new information that would, in the Association's opinion, warrant reconsideration.

# **CHANGES TO ARCHITECTURAL GUIDELINES**

The Architectural Guidelines may be amended as follows:

Changes to these Architectural Guidelines may be proposed by the Board of Directors of the Association and/or the Covenants Committee. Additionally, any Owner may submit to the Officers of the Association proposed changes to these Architectural Guidelines for review and consideration.

Any Covenants Committee recommendation to amend the Architectural Guidelines shall be approved by two-thirds (2/3 rds) of the Committee members and be forwarded to the Board of Directors for consideration.

If the Board of Directors approves the proposed amendment, it shall become an amendment to the Architectural Guidelines. Such amendments shall be promptly posted at all Recreational Facilities bulletin boards and copies made available at the Association Office.

All amendments shall become effective upon adoption by the Board of Directors. Such amendments shall not be retroactive to previous work or approved work in the progress.

In no way shall any amendment to the Guidelines change, alter or modify any provision of the Declaration, any Supplemental Declaration or the Articles or Bylaws of the Association.

## **DECLARANT'S IMPROVEMENTS**

As part of the planning and development of Symphony Village, The Declarant has prepared a development plan and provided certain architectural designs, color palettes, landscaping design packages, parks, wetlands mitigation areas, street, model home packages, a sales pavilion, and recreation center. Market conditions, styles, marketing strategies, or other factors may cause the Declarant to change the type of models, size of homes, location of future amenities or streets, color palette of homes, landscaping styles or plant materials, construction methods or materials or the landscaping on the Common Area. Notwithstanding the current provisions of these Architectural Guidelines, the terms of the Architectural Guidelines may be amended in the future by the Officers of the Association.

### **AUTHORIZATIONS**

These Architectural Guidelines are to be adopted by the Board of Directors of the Symphony Village at Centreville Homeowners Association. These Architectural Guidelines may be amended from time to time by the Board of Directors.

# **APPENDIX A - Building Set Backs Areas Residential**

The building setbacks described on the attached pages are applicable to detached single-family homes in Symphony Village and recognized by the Covenants Committee. Notwithstanding any other provision of law, all building setbacks must meet the requirement set forth on the attached as applicable to the specific lot, except for such buildings which are built by the Declarant pursuant to approvals obtained from the Town of Centreville and/or Queen Anne's County.

## **Common Areas to be Owned by the Community Association**

The non-residential areas of Symphony Village will be Common Area defined in the Declaration. Additionally, the sales and recreation center, parks, and other uses will have various building set back requirements.

## **Disclosures**

It is impossible to write Architectural Guidelines necessary for all exterior changes. When a guideline is not available for the project being proposed, a complete Application is required. Emphasis should be placed on proper scale, materials, color and impact on neighboring properties. Homeowners must submit an Application prior to starting any project for which review and approval is required. Approval or disapproval of any proposed exterior change is entirely within the discretion of the Covenants Committee.

## **Accuracy of Information**

Any Applicant submitting plans to the Covenants Committee shall be responsible for verification and accuracy of all components of such submission including without limitation, all dimensions, grades, elevations, utility locations and other pertinent features of the construction or improvements.

## **APPENDIX B - APPLICATION FOR EXTERIOR MODIFICATION**

The Exterior Modification Application is available at the clubhouse and on the HOA community web site.

## **APPENDIX C Statues and Artifacts**

Not used anymore - material incorporated into current document.

## APPENDIX D - LIST OF PROHIBITED PLANTINGS

Following is a list of the currently prohibited residential landscape plantings for Symphony Village:

### TREES AND ORNAMENTALS

COMMON NAME	<u>BOTANIC NAME</u>
Apple	Malus pumila
Black Locust	Robinia pseudoacacia
Black Walnut	Juglans nigra
Boxelder	Acer negundo
Catalpa	Catalpa speciosa
Common Buckthorn	Rhamnus cathartica
Cottonwood	Populus deltoids
Elms*	Ulmus species
Female Ginkgo	Ginkgo Biloba (female)
Glossy Buckthorn	Rhamnus frangula
London Plane Tree	Platanus acerifolia
Magnolia	Magnolia grandiflora (family)
Mulberry	Morus species
Osage Orange	Maclura pomifera
Pin Oak	Quercus palustris
Poplar/Aspen	Populus species
Russian Olive	Elaeagnus angustifolia
Silver Maple	Acer saccharinum
Silver White Poplar	Populus alban nives
Tree of Heaven	Ailanthus altissima
Bamboo	
Willows (all types)	
Sweet Gum	

\*While the elms are a prohibited family of trees, several species and varieties will be permitted.

Lacebark Elm	Ulmus parvifolia
Smoothleaf Elm	Ulmus carpinifolia varieties:
Homestead, Pioneer, Horizon, Regal	

# APPENDIX E - APPROVED PLANTING LIST

## Shade Trees:

- Red Maple
- Sugar Maple
- Paperbark Maple
- American Hornbeam
- Ginkgo (male only)
- Carolina Silverbell
- London Planetree
- Quercus spp. (Oak)
- Ulmus spp.
- Japanese zelkova
- Fague spp. (Beech)
- Fraxinus spp. (Ash)
- Thornless Honey Locust

## Evergreen Trees:

- White Pine
- Austrian Pine
- Picea spp. (Spruce)
- Eastern Red Cedar
- Arborvitae spp.
- Cedar spp.
- Ilex spp.
- Leyland Cypress

## Flowering/Understory Trees:

- Crape Myrtle
- Cornus spp. (Dogwood)
- Yoshino Cherry
- Kwanzan Cherry
- Heritage River Birch
- Redbud
- Crataegus spp. (Hawthorne)
- Saucer Magnolia
- Star Magnolia
- Japanese Maple spp.
- Japanese Pagoda Tree
- Golden Rain Tree
- Cleveland Select Pear
- Purple Leaf Plum

Stewartia spp.  
Styrax spp.  
Chaste Tree

**Shrubs:**

Crimson Pygmy Barberry  
Bolden Barberry  
Bayberry  
Vaccinium spp.  
Butterfly Bush  
Aronia spp.  
Pyracantha spp.  
Juniper spp.  
Japanese Kerria  
Mock Orange  
Potentilla  
Privet spp.  
Carpet Rose/Resistant Shrub roses  
Flowering Quince spp.  
Red Twig Dogwood  
Amelanchier spp.  
Abelia spp.  
Allspice  
Dwarf flowering Almond  
Hibiscus spp.  
Boxwood spp.  
Elderberry spp.  
Andromeda spp.  
Hydrangea spp.  
Scotch Broom  
Spirea spp.  
Weigela spp.  
Ilex shrub spp.  
Osmanthus spp.  
Nandina spp.  
Photinia spp.  
Compace Burning Bush  
Rhododendron spp. (Rhodo & Azalea)  
Witch Hazel  
Inkberry  
Meserve Holly  
Mugo Pine  
Yucca  
Ornamental Grasses  
Siebold Viburnum

Chamaecyparis spp.  
Aucuba spp.  
Beautyberry  
Caryopteris  
Cameilla spp.  
Ceanothus spp.  
Cedar spp.  
Cotoneaster spp.  
Hinoki False Cypress spp.  
Daphne spp.  
Arborvitae spp.  
Skimmia spp.  
St. John's Wort Shrub  
Deutzia spp.  
Laurel spp.  
Forsythia spp.  
Fothergilla spp.  
Heath spp.  
Heather spp.

### **Flowering Vines**

Clematis  
Mandevilla



## APPENDIX F- COLORS

Alcoa Siding Color	Shutter/Front Door	RMC Siding Color	Shutter/Front Door	Stone/Brick Color
White	Black	White Birch	Black	
White	Green	White Birch	Green	
Cameo	Red	White Birch	Red	
Cameo	Blue	White Birch	Blue	
Sandtone	Brown	Classic Sand	Brown	
Sandtone	Dark Spruce	Classic Sand	Dark Spruce	
Desert Sand	Winestone	Classic Sand	Winestone	
Desert Sand	Spanish Moss	Classic Sand	Spanish Moss	
Pebblestone Clay	Black	Adobe Clay	Black	
Victorian Grey	Black	Harbor Stone	Black	
Victorian Grey	Blue	Harbor Stone	Blue	
Wicker	Navy	Warm Sandalwood	Navy	
Wicker	Red	Summer Wheat	Dark Spruce	
		Summer Wheat	Navy	
		Sunny Maize	Navy	
<b>Stone</b>				
Cameo	Red	White Birch	Red	Bull Run Field
Cameo	Dark Spruce	White Birch	Dark Spruce	Bull Run Field
White	Grey	Classic Sand	Grey	Bull Run Field
White	Green	Classic Sand	Green	Bull Run Field
Cameo	Dark Spruce	Classic Sand	Dark Spruce	Atglan Field
Cameo	Brown	Classic Sand	Brown	Atglan Field
White	Green	White Birch	Green	Atglan Field
White	Winestone	White Birch	Winestone	Atglan Field
Sandtone	Green	Summer Wheat	Green	Atglan Cobble
Silver Grey	Grey	Harbor Stone	Grey	Atglan Cobble
Silver Grey	Green	Harbor Stone	Green	Atglan Cobble
Wicker	Red	Summer Wheat	Red	Valley Forge Cobble
Wicker	Navy	Summer Wheat	Navy	Valley Forge Cobble
Silver Grey	Grey	Harbor Stone	Grey	Valley Forge Cobble
Silver Grey	Spanish Moss	Harbor Stone	Spanish Moss	Valley Forge Cobble
<b>Brick</b>				
Pebblestone Clay	Winestone	Adobe Clay	Winestone	Chesapeake
White	Navy	White Birch	Navy	Chesapeake
Sandtone	Green	Classic Sand	Green	Roseneath
Cameo	Black	White Birch	Black	Roseneath
Silver Grey	Grey	Harbor Stone	Grey	Camden
Desert Sand	Spanish Moss	Classic Sand	Spanish Moss	Camden
Almond	Red	Classic Sand	Red	Westbrook
Cameo	Dark Spruce	Summer White	Dark Spruce	Westbrook
Pebblestone Clay	Black	Adobe Clay	Black	Rockbridge
White	Red	White Birch	Red	Rockbridge
Brookstone	Navy	Warm Sandalwood	Navy	Hancock
Classic Cream	Green	Sunny Maize	Green	Hancock
Sandtone	Dark Spruce	Classic Sand	Dark Spruce	Statesman

Cameo  
Brookstone  
Linen

Brown  
Black  
Grey

White Birch  
Warm Sandalwood  
Classic Sand

Brown  
Black  
Grey

Statesman  
Plymouth  
Plymouth

## **APPENDIX G – Screened in Porches and Sunrooms**

Screen porches or sunrooms may be added to the rear of certain models depending upon the original options purchased with the house. Before a Homeowner and/or potential contractor invests any time or money in such a project, he should meet with the Covenants Committee to review Association specifications to determine if his model will accept a porch or sunroom. Homeowners may make a preliminary assessment of this by referring to Appendix G of the Association Architectural Guidelines. The Homeowner/contractor should schedule a meeting in advance, and bring a copy of the plot plan for the house to the meeting. If the original house with “bump outs” meets the specifications set forth in this policy, the Homeowner may submit an Exterior Modification Request to the General Manager for consideration by the Covenants Committee, its Porch and Sunroom Sub-committee and the Board of Directors. Each Exterior Modification Request will be considered separately, and on its own merits, and the Board will review each Request and the recommendation of the Covenants Committee.

In general, all porches and sun rooms must meet the following criteria:

1. Porches and sun rooms are considered structures, and, as such, require a building permit from the Town of Centreville. There is a fee associated with building permit, so the Covenants Committee and Board agree to review the balance of the Homeowner’s application before requiring an application for the permit. A copy of the permit must be presented to the General Manager before construction may begin.
2. While details of the construction must meet Town of Centreville standards, the following are minimum standards required by the Association.
  - a. Porches or sunrooms may only be built onto the end of houses.
  - b. All porches and sunrooms must be 10’0” deep from the trunk of the original structure. This is the standard depth of Builder-offered “bump-outs” and screen porches.
  - c. Porches or sunrooms may be built on either concrete slabs, a la the original house, or on a pressure-treated deck or low maintenance material such as trek, PVC, etc. Town of Centreville specifications require footing and foundation below the frost line for slab construction, and footings below frost line for piers or pilings for deck construction. Homeowners opting for the deck option must meet the construction requirements set forth on Page 17 of the Architectural Guidelines.

- d. All design and construction specifications must equal those of the original home construction, including, but not limited to siding type and color, roof shingle type and color (available on Homeowner purchase documents and in Appendix F of this document), and foundation paint grade and color, where applicable. All material used in the construction of the screened in porch shall be of low maintenance material and shall carry a standard manufacturer's warranty for materials of low maintenance. In the case of sunrooms, all windows must be either the same style used in the original construction of your home, or windows deemed by the porch and sunroom sub-committee to be visually equivalent to the original windows.
- e. A gabled roof addition must have a roofline that matches the original construction. A shed roof addition must have a 4 in 12 roof pitch.
- f. The Homeowner must establish in writing that his contractor will return to original condition all planted areas disturbed as a result of this construction. Please be aware that there is not a soils disposal area for excess excavation soil, and that, while the developer is still on site, his dumpsters are not available for other contractors' refuse disposal.
- g. The Homeowner shall be responsible for coordination with the irrigation maintenance contractor to ensure no disruption to the irrigation service will result due to the construction of the screened in porch. Damaged caused to the system will be the financial responsibility of the Homeowner but all repair work will be completed by the Association's maintenance contractor. At no time will the Homeowner perform any maintenance, adjustments, or any relocation of the irrigation system without the consultation of General Manager or the use of the Association's Irrigation Maintenance Contractor.

See **Appendix G** manual for allowed pitches and architectural designs appropriate for each model. Please see porch and sunroom booklet for architectural design and roof pitches located at the Manager's office.

# APPENDIX H - Solar Panel Installation Rules and Guidelines

## I. Definitions

- A. Solar Panel - means a solar collecting system and all related components, including but not limited to wiring, fasteners, mounts, conduits, timers, switches, relays, controllers, meters, batteries, inverters, monitoring equipment, cells, modules, panels and arrays, which system is used to absorb solar radiation to a transfer medium, which, in turn, supplies electrical energy to the dwelling.
- B. Owner - any lot owner in the Association as defined by the governing documents.

## II. Installation Rules

### A. Location

1. Solar Panel shall be installed solely on individually owned property, or property under the exclusive control of the Owner as designated on the recorded Declaration, deed and/or plat.
2. Solar cells, modules, panels and arrays shall be placed on the back/rear side of the roof and parallel to the roofline, and/or in a position so as not to be visible from the street. In the event that reasonably acceptable levels of the sun's rays will not reach the cells, modules, panels and arrays, then the Board or its designated committee will consider non-conforming locations on the roof if sufficient reliable documentation is provided in support of the reason for the non-conforming location.

### B. Installation

1. Solar panels/arrays shall be constructed with metal trim or other materials preapproved by the Association. Solar panels/arrays and trim mounted on the roof must match the background color of the roof shingles. Should matching not be possible, application for the closest match possible will be considered.
2. Any and all parts of the Solar Panel must match as near as possible the color of the background onto which it is attached, and/or be screened from view.
3. Batteries, inverters, timers, etc. must be mounted inside the garage unless good cause why this is not feasible is shown by the Owner. Landscape screening may be required by the Association.

4. Any and all conduits, including, but not limited to wires, piping, etc. must be properly secured and hidden from view to the extent possible. Such conduits shall be installed neatly along the roofline and at the corners of the dwelling structure.

5. All installations shall be completed so that they do not damage any other Lot or Common Areas.

6. Owners are responsible for all costs associated with the Solar Panel, including but not limited to costs to:

a. Place (or replace), repair, maintain, and move or remove Solar Panel;

b. Repair damages to the Common Areas, other Lots, and any other property damaged by Solar Panel installation, maintenance or use;

c. Pay medical expenses incurred by persons injured by Solar Panel maintenance, or use or as a result of installation of the Solar Panel;

d. Reimburse Owners, residents or the Association for damages by the Solar Panel installation, maintenance, or use

7. Solar Panel must be secured so as not to jeopardize the soundness, or safety of the dwelling to which they are attached, and any other Owner's property, or the safety of any person at or near the Solar Panel, including damage from windblown Solar panels.

#### C. Maintenance

1. Owner shall not permit the Solar Panel to fall into disrepair or become a safety hazard.

2. Owner shall be solely responsible for Solar Panel maintenance, repair, improvement and replacement.

#### D. Safety

1. Solar Panel shall be installed and secured in a manner that complies with all applicable municipal, county, state and federal laws and regulations, and manufacturer's instructions. The Owner shall provide the Association with a copy of any applicable governmental permits if so requested by the Covenants Committee.

2. Prior to installation, Owner shall provide a copy of the engineering/design/installation documents which provide a

complete diagram of the entire Solar Panel installation on his or her property.

3. All installations must comply with all applicable codes.

III. Number of Solar Cells, Modules, Panels and Arrays

No more than the prescribed and engineered numbers of cells, modules, panels and arrays needed for efficient use at the individual property on which the Solar Panel is located are permitted.

IV. Application Process

Any Owner desiring to install a Solar Panel must complete a Solar Panel installation form and submit it as outlined in Appendix H provided in the Association's documents. An Owner shall obtain written approval from the Covenants Committee before beginning any installation work.

V. Enforcement

A. Attorneys' Fees

If these rules are violated, the Association may enforce these rules as provided in its recorded covenants. To the extent permitted by law and the governing documents, the Association shall be entitled to actual attorney's fees, costs, and expenses incurred in the enforcement of this policy.

B. Safety

Any Solar Panel installation that poses a serious, immediate safety hazard to the residents and property of the Association, in the sole discretion of the Board of Directors of the Association, may result in immediate filing of a Complaint in the Circuit Court for injunctive relief to seek permanent removal of the Solar Panel.

VI. Severability

If any provision is deemed invalid by a Maryland Court, the remainder of these rules shall remain in full force and effect.

# **APPENDIX I - Pergola Installation Rules and Guidelines**

## **I. Definitions**

A pergola is a garden feature forming a shaded walkway, passageway or sitting area of vertical posts or pillars that usually support cross-beams and a sturdy open lattice, often upon which woody vines are trained. As a type of gazebo, it may also be an extension of a building, or serve as protection for an open terrace or a link between pavilions

## **II. Location**

Pergolas may only be in the back of the home.

They should be no bigger than the width of the home

## **III Installation**

All pergolas must be white in color and constructed with vinyl wood products which have the color throughout the product or vinyl covered lumber. All freestanding pergolas must be anchored into the ground. If the pergola is attached to the home, a building permit is required and the pergola must be within the building restriction line (BRL) as indicated on the property plat map. Pergolas larger than 200 sq ft require a building permit as well. .

## **IV. Application Process**

Applications for pergolas should be submitted to the Covenants Committee using the Exterior Modification Form with a design of the pergola; its dimensions; and the location where it will stand in relation to the house and or patio. The application should also include a plot plan showing the location of the pergola.

The name of the contractor who will be building the pergola must be included with the plans.



# Application for Solar Panel Installation

DATE OF REQUEST: \_\_\_\_\_

Lot Owner(s): \_\_\_\_\_  
\_\_\_\_\_

Community Address: \_\_\_\_\_  
Centreville, Maryland  
Mailing Address (if different) \_\_\_\_\_

Telephone (Day): \_\_\_\_\_ Telephone (Evening): \_\_\_\_\_

Type of Solar Panel : \_\_\_\_\_  
*(You MUST attach detailed proposed installation drawings and specifications prepared by the proposed installers, showing size, exact location, materials, color, etc. of all parts of the system)*

Company Performing Installation: \_\_\_\_\_

Identify Panel/Array Installation Location on Roof  
\_\_\_\_\_  
*(Provide copy of engineering drawings provided by installer)*

Date Installation To Be Performed: \_\_\_\_\_  
By Whom: \_\_\_\_\_

Is the installation intended to comply with all Association guidelines (which include manufacturer's guidelines and applicable building codes)? Yes No

If no, please explain in detail why not:  
\_\_\_\_\_

I/we hereby agree to comply with all of the Association's rules for installing, maintaining, and using the Solar Panel. I/we assume liability for any damage to Association's property, and other Owner's property that may occur due to Solar Panel installation, maintenance, and use.



# Covenants Committee Response to Solar Panel Application

Date Action Taken: \_\_\_\_\_

Application Approved:     Application Disapproved:     Additional Information Requested:

Comments:

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Stipulations and Conditions:

1. All exterior modifications must meet the requirements of the Queen Anne’s County Zoning/Building codes.
2. All exterior modifications must meet the requirements of the Symphony Village at Centreville Homeowners Association Design and Maintenance Standards.
3. The proposed improvement must be constructed according to the approved plans, schedule (*commenced within 3 months and completed within 9 months of the approval*), and specifications.

\_\_\_\_\_  
Signature of Covenants committee Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Covenants committee Member  
Company Performing  
Installation: \_\_\_\_\_