

**RESOLUTION OF THE ASHFORD HOMEOWNERS ASSOCIATION, INC.
(Resolution #2012-02)**

**ARCHITECTURAL GUIDELINES
(Restated and updated)**

WHEREAS, The ASHFORD Homeowners Association, Inc., (herein referred to as “Ashford”) is governed by the Declaration of Covenants, conditions, and Restrictions for the Community of Ashford in the City of Laurel (hereinafter referred to as the “Declarations”), which is recorded in the Land Records of Prince George’s County, Maryland in liber 5599, folio 462, et seq., Articles of Incorporation and Bylaws; and

WHEREAS, Article IV, Section 1 of the Bylaws provides that the affairs of this Association shall be managed by a Board of Directors who need not be members in accordance with the Bylaws and the Declaration; and

WHEREAS, Article 1, Section 4 of the Declarations defines the Common Areas as all real property owned by the Association for the common use and enjoyment of the owners; and

WHEREAS, Article VII, Section 1, of the Association’s Bylaws grants the Board of Directors the power to adopt and publish rules and regulations governing the use of the Common Areas including any improvements and amenities located therein, and the personal conduct of the Members and their guests thereon, and to establish penalties for the infraction thereof; and

WHEREAS, Article VII, Section 1, of the Association’s Bylaws also grants the Board of Directors the power to exercise for the Association all power, duties, and authority vested in or delegated to this Association, and not reserved to the members by other provision of the bylaws, the Articles of Incorporation, or the Declaration; and

WHEREAS, the Board of Directors wishes to adopt and promulgate among the Members updated rules and regulations for Architectural Guidelines based on the recommendations of the Architectural Standards Committee;

NOW, THEREFORE, BE IT RESOLVED THAT in furtherance of the above, on a Board of Directors meeting held the 18th day of April, 2012, the Board of Directors of Ashford Homeowners Association resolved that the following Architectural Guidelines are hereby adopted:

ASHFORD HOMEOWNERS ASSOCIATION 2012 ARCHITECTURAL GUIDELINES

PROJECT/IMPROVEMENT	REQUIRES ACC APPROVAL	GUIDELINES
Fence	YES	<ol style="list-style-type: none"> 1. Requires Laurel City building permit. 2. Pressure treated yellow pine strongly recommended. Wood composite or vinyl allowed but natural wood colors only. 3. Stain: natural or clear only. No paint. 4. Must not be higher than 6 feet.
Decks	YES	<ol style="list-style-type: none"> 1. Requires Laurel City building permit. 2. Pressure treated yellow pine strongly recommended. Wood composite or vinyl allowed but natural wood colors only. Steel joists may be used. 3. Stain: natural or clear only. No paint. 4. Privacy screens allowed on upper deck.
Patios (rear, ground level; sits directly on ground)	YES	Brick, pressure-treated wood, concrete aggregate, slate, flagstone and patio block are all acceptable with approval.
Storm Door	YES	<ol style="list-style-type: none"> 1. Must match color of trim or front door. 2. If white, only full-view style. 3. Wooden doors not acceptable.
Security Door	YES	Styles approved on case-by-case basis.
Security Alarm	NO	Professional installation required.
Trees, Shrubs	<p>YES – if new or additional to what is already in place</p> <p>NO - if replacing dead tree or shrub with same or similar species, or one that is smaller at maturity.</p>	<ol style="list-style-type: none"> 1. Trees may be removed only if dead/dying or if causing demonstrable problem (e.g., roots in plumbing or damaging foundation). 2. New/additional trees that are not replacing an already existing one MUST be approved.
Planting Boxes	NO – if on Deck/Patio ONLY and UNDER 1x3 feet;	Deck/Patio ONLY; NOT PERMITTED ON EXTERIOR WINDOWS
Beds, Frames, Flowers, Etc.	<p>NO – for flowers or small flowering plants within existing beds/frames</p> <p>YES – for new beds and/or major landscaping</p>	<p>Small flowers within existing beds or frames may be changed at the homeowner's discretion;</p> <p>ANY NEW BEDS OR MAJOR LANDSCAPING REQUIRES ACC APPROVAL</p>
Exterior decorative items (bird baths, wagon wheels, sculptures, fountains, etc.)	<p>NO – if SMALL and in BACK YARD ONLY;</p> <p>YES - approval is needed for any major landscaping</p>	BACK YARD ONLY AND MUST NOT BE VISIBLE ABOVE FENCE LINE
Vines or Creeping Plants	NO – Not permitted on house structure	Not permitted on house structure
Sheds	YES	Approved on a case-by-case basis. Must not be higher than the fence.
Lawns	Must be maintained /cut.	Must be maintained /cut.
Replacement Front Doors	YES	Half-moon window front doors not allowed

**ASHFORD HOMEOWNERS ASSOCIATION
2012 ARCHITECTURAL GUIDELINES**

PROJECT/IMPROVEMENT	REQUIRES ACC APPROVAL	GUIDELINES
		unless previously approved.
Replacement Patio Doors	YES	French Doors are approved. Any other style must have prior approval.
Replacement Garage Doors	YES	Original wood with 4 panels each with 4 panes, in original color, preferred. Metal/vinyl doors acceptable with 4 panels each with 4 panes, in same or similar color as original door.
Replacement Windows	YES	Must contain grids. Only slight deviations from original style may be approved
Roof Replacement	YES	Original or similar shingle color and style must be used; Changes (e.g., shaker shingles) NOT PERMITTED
Painted Brick	X- NOT PERMITTED	Original brick exterior should be maintained/repaired if needed; do not paint
Paint Colors (Trim, Doors, Garage Doors, Box/Bay Roofs, Shutters, Etc.)	Keep to original colors	Refer to color chart
House Numbers	NO – if same or similar to original (black and at least four (4) inches high)	Per Prince Georges County rules must be black and at least 4 inches high
Satellite Dishes (OTHER ANTENNA TYPES NOT PERMITTED)	YES (Other Antenna Types Not Permitted)	Back yard or deck strongly preferred; roof installation only approved if reception not possible from another location (OTHER ANTENNA TYPES NOT PERMITTED)
Deck/Patio Awnings	YES – Retractable awnings only in back of house	Retractable awnings only in back of house; must be professionally installed; may only be installed over deck or patio. No window awnings permitted.
Window Air Conditioners	X – NOT PERMITTED	NOT PERMITTED
Flags	NO	NO POLES or offensive language/images
Trash/Recycling Bins	Must not be in public view.	Must not be stored in front of house or on side of house.

2012 ASHFORD COLOR CODES

If Your Roof is	And/Or Your Siding Is	Trim Should Be	Shutters Should Be	Front Door Should Be	Garage Door Should Be
DESERT TAN	WHITE				
color code A	McCormick (Original)	Cypress (#103)	Fairfax Brown (#222)	Deep Forest Brown (#224)	Amber White (#101)
	Home Depot Behr	Wild Rye (ECC 53-2)	Willow Wood (ECC 41-2)	Evening Canyon (ECC 27-3)	Elk Horn (ECC 47-2)
	Lowe's Olympic	Dusty Trail (D 13-3)	Coffee Bean (D 16-6)	Black Elegance (D 43-6)	Bone White (D 20-3)
	Lowe's Valspar	Prairie Dust (D 12-3)	Swiss Chocolate (3010-10)	Safari Brown (6009-1)	Woodlawn Lace (3006-10C)

If Your Roof is	And/Or Your Siding Is	Trim Should Be	Shutters Should Be	Front Door Should Be	Garage Door Should Be
BARK BROWN	OYSTER				
color code B	McCormick (Original)	Greystone (#110)	Woodspice (#107)	Hearthstone Grey (#216)	Woodspice (#107)
	Home Depot Behr	Mission Stone (ECC 55-1)	Amber Leaf (ECC 24-1)	Paramount (720F-6)	Amber Leaf (ECC 24-1)
	Lowe's Olympic	Toasted Almond (D 13-2)	Pony Tail (C 15-3)	Knights Armor (D 58-5)	Pony Tail (C 15-3)
	Lowe's Valspar	Sand Storm (2004-10B)	Glowing Dune (3006-9C)	High Speed Steel (4005-2B)	Glowing Dune (3006-9C)



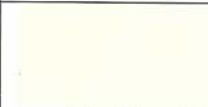




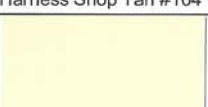

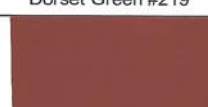

2012 ASHFORD COLOR CODES

If Your Roof is	And/Or Your Siding Is	Trim Should Be	Shutters Should Be	Front Door Should Be	Garage Door Should Be
ONYX BLACK	BAYBERRY				
color code C	McCormick (Original)	Harness Shop Tan (#104)	Foxhall Green (#202)	Dorset Green (#219)	Beall Dawson Green (#114)
	Home Depot Behr	New Khaki (ECC 54-1)	Hidden Forest (ECC 51-3)	Olive Sprig (ECC 55-3)	Cactus Hill (ECC 26-3)
	Lowe's Olympic	Pony Tail (C 15-3)	Hazel Woods (460F-7)		Harmonic Tan (380F-5)
	Lowe's Valspar	Filoli Antique Lace (3002-10B)	Aged Pine (6011-5)	Amazon Silt (6010-4)	Gold Infusion (6007-4A)

If Your Roof is	And/Or Your Siding Is	Trim Should Be	Shutters Should Be	Front Door Should Be	Garage Door Should Be
WEATHERED WOOD	GREY				
color code D	McCormick (Original)	Wheat (#108)	Cobblestone Grey (#215)	Farm House Red (#217)	Brush Grey (#113)
	Home Depot Behr	Mown Hay (ECC 53-1)	Eagle Ridge (ECC 46-2)	Cherry Bark (ECC 15-3)	Bridle Path (ECC 43-2)
	Lowe's Olympic	Toasted Almond (D 13-2)		Bordeaux (C 35-6)	Earl Grey (D 18-4)
	Lowe's Valspar	Sandy Cove (3005-10A)	Falcon's Plume (6002-2C)	Spanish Tile (1010-5)	Grey Silt (6002-1C)

Please note: all box and bay window roofs are to be painted with #0775 Rust-Oleum Leather Brown Gloss.

Ashford Color Codes

	If Your Roof Is	And/Or Your Siding Is	The Trim (Around Doors & Windows) Should Be	The Shutters Should Be	The Front Door Should Be	The Garage Door Should Be
A →	Desert Tan	White	 Cypress #103	 Fairfax Brown #222	 Deep Forest Brown #224	 Amber White #101
B →	Bark Brown	Oyster	 Greystone #110	 Woodspice #107	 Hearthstone Grey #216	 Woodspice #107
C →	Onyx Black	Bayberry	 Harness Shop Tan #104	 Foxhall Green #202	 Dorset Green #219	 Beall Dawson Green #114
D →	Weathered Wood	Grey	 Wheat #108	 Cobblestone Grey #215	 Farm House Red #217	 Brush Grey #113

ASHFORD HOMEOWNERS ASSOCIATION, INC.

PRESIDENT- Ashford Homeowners Association

date

SECRETARY- Ashford Homeowners Association

date

Resolution effective: November 1, 2012

ASHFORD HOMEOWNERS ASSOCIATION

APPLICATION FOR ARCHITECTURAL CHANGES

To: **Architectural Control Committee (ACC)**
c/o Comsource Management Inc
3414 Morningwood Drive
Olney, Maryland 20832

Phone: 301-924-7355
Fax: 301-924-7340

From: Lot: Block:

Address: Home phone:
Work phone:

Email:

DIRECTIONS:

The Declaration of Covenants, Conditions and Restrictions requires that you submit to the Architectural Control Committee (ACC) for the approval all proposed exterior additions, changes or alterations to your house and lot. In order to be considered by the Architectural Control Committee, your application must include detailed information describing the proposed change. Please use area below to briefly describe all proposed improvements, alterations, or changes to your lot or home.

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In order to speed the process these things must be included and attached to the application:

1. Survey Plat (site plan) which is scaled to a drawing of your lot (site) which shows the exact dimensions of the property. Survey plat maps must be included only if you are building a deck, fence, or landscaping improvements.
2. A detailed description of the changes or modification that are to be done. You must also include picture, clippings, catalog illustrations or a detailed drawings or sketches.
3. If you are building a deck, please describe in detail the materials that are to be used, the type of wood, length, width, and design. ***All decks are to remain a natural color.***
4. If building a fence, please include the style of the fence and the wood/material that is to be used. ***All fences are to remain a natural wood color.***

OWNER'S ACKNOWLEDGMENTS:

I/we understand and agree:

1. ...that there are architectural requirements covered by the Covenants and an architectural review process by the Architectural Control Committee (Committee) as established by the Board of Directors.
2. ...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.
3. ...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.

4. ...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 are subsequently submitted for use in any other instance.

5. ...that any construction or exterior alteration undertaken by me or on my behalf before approval of this application is not allowed; that, if alterations are made, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and, that I may be required to pay all fines and any legal expenses incurred.

6. ...that there shall be no deviations from the plans, specifications, and location approved by the Committee without prior written consent of the Committee; any variation from the original application must be resubmitted for approval.

7. ...that I authorize members of the Committee to enter upon my Property to make one or more routine inspection(s).

8. ...that construction or alterations in accordance with the approved plans and specifications must commence within 6 months of the approved date of this application and be completed within 12 months of the approved date, otherwise the approval by the Committee shall be deemed conclusively to have lapsed and to have been withdrawn.

9. ...that it is my responsibility and obligation to obtain all required building permits, to contact *Miss Utility*, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.

10. ... that all proposed improvements must meet City, County, State and Federal codes.

11. ... that I am responsible for any damage and all cost to repair green space or community property that results from the proposed modification.

My signature indicates that these standards are met to the best of my knowledge. I understand that applying for a City and/or County building permits is my responsibility.

Owner/Applicant Signature Date

Co-Owner/Applicant Signature Date

CHECKLIST REMINDER:

Processing can take up to 4 weeks and all applications must be fully completed in order to avoid your application being returned to you unprocessed. Required attachments for a completed ACC application are:

- [] A completed Architectural Control Committee Application form, including signatures and a full description of the changes of what is being requested.
- [] A copy of a city of Laurel building permit (if applicable to project).
- [] Copy of a survey (plat map) marked with the changes that are being requested.
- [] Descriptive information such as drawings, clippings, pictures, catalog illustrations or sketches of the project that you are requesting.
- [] Application must show all details which include length, height, width, design, type of wood/material, color, size, style and full description of the change that is going to be done.

FOR COMMITTEE USE ONLY:

Date Received:

Approved: **Disapproved:** **Not Considered (application not complete) :**.....

Approval of the proposed change is subject to the following (if not, mark N/A):

Comments/Conditions: