The Enclave at Ellicott Hills
ARB Guidelines

Exterior Modifications for
Villas I, II and III &
Landscape Addendum

The Ellicott Hills Villas, consisting of the Ellicott Hills Villas I, II, and III Sub-Assocations, have been thoughtfully designed by the builder and developer. People have chosen this community for its amenities, as well as the architectural design of the Villas, the floor plans of the homes, and the pleasant surroundings. The Architectural Review Board (ARB) has developed this document in order to establish a set of guidelines that preserve the look and feel that attracted us to this community. These criteria should serve as a guide for any homeowner planning to make exterior alterations to their home.

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THE ENCLAVE AT ELLICOTT HILLS COMMUNITY ASSOCIATION ADMINISTRATION
RESOLUTION NO. 19-01 ....................................................................................................... 46
1. Role of the Architectural Review Board (ARB)

This document provides the architectural criteria for property in the Villas and a description of the role of the ARB. The intent is to protect, preserve and enhance the property values and attractiveness of the properties in the Ellicott Hills Villas for the mutual benefit of all property owners. The document covers responsibilities and requirements for on-going maintenance and property modification. These architectural rules govern and must be adhered to by all Owners. All exterior modifications, unless stated otherwise, require an application that must be approved by the ARB and the appropriate Villas Council (I, II, or III).

The ARB may amend these criteria or vary the application of such criteria where site planning or design conditions warrant. No inclusion in, omission from, or amendment or variance of these criteria shall bind the ARB to approve or disapprove any feature or matter subject to approval, but no change of policy shall affect the validity of any final approval granted prior to such change.

Any plan that is submitted which proposes a variance from any standard set forth herein should identify the proposed variance and the reasons for it.

The ARB may charge a fee to help defray the costs of reviewing plans submitted by an applicant for the review of major addition plans only.

It is our intent to promote compatibility of architecture, and therefore each plan will be evaluated on its own as well as in relation to plans for adjacent properties previously approved.

The ARB will conduct periodic inspections of the community to determine whether homeowners are in compliance with the architectural standards, and the ARB reserves the right to inspect a project both during construction and after completion for adherence to the approved plan.

A homeowner may request in writing to the ARB that a standard be eliminated or amended. It is the responsibility of the homeowner to determine if a county building permit is required.

ARB decisions are based on interpretation of the standards and not on building code. Obtaining a building permit does not mean that ARB approval can be waived. Projects completed before issuance of these standards shall not be construed as setting a precedent.

Structural or modifications projects which were completed prior to issuance of these guidelines and which have never been approved by the ARB are still subject to review by the committee. The review will be based on the standards that were in effect at the time of the construction/modification.

Any exterior modification that is not specifically covered by these standards must be brought before the ARB for approval. These standards are applicable from the date of issuance.

The covenants and by-laws of the Ellicott Hills Villas I, II, and III contain the authority for these
architectural standards. These guidelines are in addition to the Enclave and Villas governing documents. Owners must consult both documents prior to applying for any modification. In the event of a conflict, the Villas and the Enclave governing documents, in that order, supersede these guidelines with the Enclave documents being the final authority.

A. The ARB Right to Disapprove

The ARB shall have the right to disapprove the plans and specifications because of any of the following:

- The failure of such plans or specifications to comply with the restrictions.
- Failure to include information in plans and specifications, which is required or has been reasonably requested.
- Objections to the exterior design, appearance or materials of any proposed structure.
- Incompatibility of any proposed structures with existing or approved structures for any other lot in Villas I, II, and III.
- Objection to the location of any proposed addition to the structure upon any lot with reference to other lots in the community.
- Objections to the color scheme, finish proportions, style of architecture, height, bulk, or appropriateness of any proposed structure.
- Any other matter which, in the judgment of the ARB would render the proposed structure or structures inharmonious with the general plan of the improvement of the property or with the structures located upon other lots in the community.

B. Appeal Process

Any homeowner who is deemed to be in violation of the ARB Guidelines (including the Landscape Addendum) or whose Application for Exterior Modification has been rejected will be notified via e-mail and/or postal mail. The homeowner may appeal a decision from the ARB through the On-Site Manager to the Board of the Master Association for review.

For a violation, the homeowner, the appropriate Villas president, and the HOA president will receive written notification from the ARB of the observed violation with an expected time frame for compliance. For a rejection of an Application for External Modification, the homeowner will have the application returned stating the reason for rejection and requirements for resubmission if applicable.

If an appeal is received, the homeowner will meet with the appropriate Villas Council (I, II, or III)
and the Board of the Master Association, in consultation with the ARB to hear both sides of the appeal. The HOA Board’s decision to uphold or rescind the violation or rejection will be final, and if necessary, appropriate action may be taken according to the Enclave governing documents.

If no notice of appeal or compliance by the homeowner is received, the HOA Board may take corrective and/or legal action according to the Enclave governing documents.

C. Enforcement

Any failure to comply with these guidelines or with the terms of an approved Application for External Modification Proposal will be enforced by the homeowner’s sub-association board, in accordance with the Enclave governing documents. Non-compliance may result in legal action taken by the Board of the Master Association.

2. Additions/Alterations – Major

A. General Considerations

1. As a rule, no major additions (e.g., room additions, garage extensions) are permitted. “Major Additions/Alterations” are defined as changes that affect the original structure of the dwelling.

2. Major additions or alterations to a house must be visually integrated with the existing house through the consistent use of architectural elements, materials, colors, and other details. The design must be compatible with the existing house in style, character, scale, massing, materials, and colors.

3. Such projects should also be planned to minimize any adverse impact on neighboring properties.

B. Specific Guidelines

1. The color and texture of the siding, roofing, and trim materials shall be the same as when the house was purchased or compatible with the existing materials of the house.

2. The style and color of new windows and doors shall be compatible in style and proportion with those of the existing house. New windows and doors shall be located vertically on walls at the same approximate height as those of the existing house and be trimmed in the same manner.
3. Eaves and fasciae shall be of the same depth, style, and approximate height of existing eaves and fasciae.

4. Roofs should be the same approximate slopes as those of the existing house and of the same roofing material as the existing roof.

5. Additions should not significantly impair the view, privacy, amount of sunlight, or ventilation of adjacent residences.

6. Changes in grade or drainage resulting from the addition must not adversely affect adjacent property and must be shown on the site plan.

7. Supplemental landscaping may be required to compensate for the removal of any vegetation.

C. Submission Requirements

1. A site plan drawing to scale showing the house, property lines, easements, any accessory structures, fencing, significant vegetation, and the location of the proposed addition/alteration.

2. Photographs showing the house and the specific area of the proposed addition.

4. A description of materials, including type and color of siding material, roof material, trim material, exterior light fixtures, and windows.

5. Samples of proposed materials and colors.

6. Catalogue photographs or manufacturer’s illustrations of items such as exterior light fixtures.

7. A landscape plan, if applicable.

3. Additions/Alterations–Minor

A. Air Conditioners/Heat

Pumps/Generators

1. General Considerations

   a. Mechanical and electric equipment such as air conditioners, heat pumps, condensers, generators, etc., shall be located to minimize their visual and acoustical impact on
neighboring properties.

b. The installation of air conditioners/heat pumps/generators in houses shall be in accordance with the approved project standards approved by the ARB.

c. No application is required for replacement units of the same size and in the same location as existing approved units. New units must meet the guidelines below. If at all possible, HVAC replacement condensers should be in the same footprint as the unit being replaced. If not possible due to size and location constraints, a steel bollard may be placed to protect the new unit from being struck by vehicles. Any bollard must comply with bollards already in place. Wooden posts are not considered bollards.

d. HVAC replacements that require fresh air for combustion or for air exchangers shall not have an input duct within the courtyard or within ten feet of an exhaust vent. This is for the protection of the homeowner.

2. Specific Guidelines
   a. Mechanical equipment must be located at the rear or the side of the house, but not on HOA property.

   b. Individual window or exterior wall-mounted units are not permitted.

   c. Any air conditioner/heat pump/generator in a highly visible location may require landscape screening or an architectural screen.

   d. Generators must be enclosed and muffled. Only natural gas type will be approved.

3. Submission Requirements
   a. A scale site plan drawing showing the house, trees, property lines, any patio/deck, and the location of the proposed air conditioner/heat pump.

   b. Catalogue photographs or manufacturers illustrations of the unit showing dimensions and color.

   c. If screening is proposed, include drawings indicating dimensions, details, materials, and proposed colors.

   d. Where applicable, provide a planting plan indicating the type the location of proposed plant material.

B. Antennas/Satellite Dishes

1. General Considerations
a. Antennas and satellite dishes of a diameter of one meter or less are permitted on the property; however, the ARB must be notified prior to such an installation to allow the ARB to assist the homeowner in selecting the least visible and least obtrusive location on the lot.

b. Satellite dishes in excess of one meter will not be permitted.

c. One additional HD antenna may accompany a dish installation.

d. The homeowner shall remove satellite dishes and cables that are no longer in service.

2. Specific Guidelines

a. Ground Mount: Should be located in a rear yard or courtyard location.

b. Roof Mount: Should be located on the rear of the roof, below any ridge pole or peak. If a front roof mount is necessary, all equipment should be installed to one side of the roof, rather than in the center, and there may be a requirement to paint the equipment to match the roof (so long as warranties are not voided).

c. Structure Mount: Should be located such that the equipment is adjacent to a chimney or other structure on the home; if on a deck, the equipment should be installed off to one side of the deck or adjacent to the house, if possible. Screening may be required.

d. No other antennas (e.g. amateur radio) are permitted.

C. Attic Fans/Ventilators

1. General Considerations

a. Attic fans shall be selected and installed so as to minimize their appearance on the house and visibility from neighboring properties and the street.

b. No application is required for the replacement of an existing approved fan with one of a similar size and appearance in the currently approved location. New equipment must follow the guidelines below.

2. Specific Guidelines

a. Ventilators shall be located to the rear of the roof ridge line and/or gable and shall not extend above the highest point of the roof or more than 12” above the roof surface.

b. Ventilators shall be painted a flat black or flat finish paint to match the roof color. Gable vents shall be painted to match those installed by the builder, and ridge vents finished in the same color as the roof.

c. Ventilators should be located in such a way that noise does not impact adjoining houses.

d. Rotating or wind-powered turbine ventilators are not permitted because of their size and
movement.

3. Submission Requirements
   a. A photograph or manufacturer’s illustration of the ventilator including dimensions and information about its material and color.
   b. Drawing or photograph of its proposed location, including the material and color of the mounting surface.

D. Awnings/Sun Control Devices

1. General Considerations
   a. In general, sun control should be achieved by means of interior window treatments and landscaping. Individual window awnings are not permitted.
   b. When viewed from the exterior, all window treatments shall be white or neutral.
   c. No application is required for the replacement of existing approved awnings similar in style and color to the original. Replacement awnings must match the design and color of the originals and shall be in accordance with the project standards originally approved by the ARB.
   d. Materials are available for application on inside of windows to reduce thermal transmission and glare; however, no shiny surfaces may be visible to the exterior of the home. These materials may provide effective and economical alternatives to awnings.

2. Specific Guidelines
   a. Awnings are not permitted on the front or side of the house.
   b. Only retractable awnings are permitted (with prior ARB approval).
   c. Retractable awnings must be harmonious with the architecture of the house. The style, color, and size must complement the architectural character and existing color scheme of the house.
   d. These awnings shall have a simple, straightforward design, without embellishments such as fringes. Approved colors must blend/match with siding color.
   e. Fabric is the preferred material. Rigid materials such as metal, plastic, wood or fiberglass awnings are not permitted.

3. Submission Requirements
   a. A scale site plan drawing showing the house and the location of proposed awning(s).
b. Photographs of the house and proposed location of awning(s).

c. Elevation drawings to scale showing the house and the proposed awning(s). Include a description of materials.

d. Catalogue photographs or manufacturer’s illustration of the proposed awning(s) showing colors.

E. Barbeque Grills

1. General Considerations
   a. Homeowners should be aware that Maryland and Howard County Fire Codes prohibit charcoal or gas grills within 15 feet of any multi-family structure (which applies to Villas). This includes any open flame device such as fire pits, chimineas, etc. Therefore, homeowners are liable for any damage incurred by use of a grill. An electric grill that does not use an alternative fuel may be approved by the Howard County Office of the Fire Marshal (call 410-313-6040).

   b. Grills cannot be stored on driveways/parking pads.

   c. The storage of gas bottles, either attached or unattached, from gas-fired appliances is prohibited in the structure, on the roof, on balconies, and under any overhanging portion of the dwelling.

F. Chimney and Metal Flues

1. General Considerations
   a. Chimney and metal flue additions must be visually integrated with the architecture of the house. Their design and location must be compatible with the house in style, scale, materials, and colors.

   b. Metal flues shall be selected and installed so as to minimize their appearance on the house and visibility from neighboring properties and the street.

2. Specific Guidelines
   a. Chimneys must be constructed of materials and colors that match or are harmonious with the materials and colors of the house. A masonry chimney should be constructed to match the stone, brick, or other masonry materials used on the house.

   b. An exterior masonry chimney must be constructed to grade with appropriate footing.

   c. Free-standing flues are not permitted. Flues shall be completely enclosed with a material that matches the exterior of the house finish. For example, flues attached to a brick wall must have a brick enclosure. Flues attached to a wall of siding must be enclosed with
matching siding.

d. A rooftop metal flue must be on the side least visible from neighboring properties (usually the rear slope of the roof). Visibility issues may necessitate painting the flue flat black or a flat color to match the roof color.

e. Chimneys or flues must be a height to properly draft in order to prevent possible fires. They shall not be taller than the minimum height required by the county building code.

3. Submission Requirements
   a. A scale site plan drawing showing the house and the location of the proposed chimney/flue.
   
   b. Elevation drawings to scale showing the location of the chimney/flue and adjacent windows, doors, etc.
   
   c. A complete description of materials and colors.
   
   d. Catalogue photographs or manufacture’s illustration of rooftop and direct-vent metal flues, including dimensions and colors.

G. Clotheslines/Hangers

1. General Considerations
   a. Only portable cloths lines are permitted, and only in a courtyard or on a rear deck. When not in use, a clothesline shall be placed out of sight.
   
   b. Cloths lines shall only be utilized for their intended purpose—the drying of clothing.
   
   c. Once clothing is dry, it should be taken indoors in a timely fashion. Homeowners should be respectful of neighbors when utilizing their clothesline.

H. Construction Equipment and Materials

1. General Considerations
   a. Items shall be stored out of sight as much as possible (e.g. garage, basement). To the extent that these items are to be temporarily stored outside, and will be visible to neighbors, they shall be placed where they are least obtrusive.
   
   b. Construction equipment and materials shall be removed immediately upon completion of the construction. No debris shall be allowed to accumulate during construction. Damage to HOA, Villas common area, neighboring property, walkway or roadway surfaces must be
c. Contractor signs shall not be displayed anywhere on the lot at any time before, during, or after construction.

d. Portable toilets are not permitted. If necessary, storage containers must have prior approval.

I. Decks

General Considerations

a. Decks provide for an extension of a home’s living space. They may be designed to include bench seating areas, overhead timbers and trellises for shade and hanging plants, planter areas, and hot tubs with appropriate scale privacy screening. When deck design schemes include other exterior changes, such as fencing, lights, plants, etc., other appropriate sections of this document should be consulted prior to application. All decks must meet Howard County codes and require a building permit.

b. Drainage: if changes in grade or other conditions that will affect drainage are anticipated, including downspouts, they must be indicated on the application, with the drainage areas to be shown on the site plan. Approval will be denied if adjoining properties are adversely affected by changes in drainage. Serious consideration should be given in making ground level surfaces of porous material or to provide mulched beds to offset additional impervious deck or patio area.

c. Courtyard Decks: end unit courtyard decks with privacy fences must be constructed so that the height from the deck floor to the top of the privacy fence is no less than 4 feet.

d. Rear Yard Decks: Decks including railings, privacy screens, and any stairs must conform exactly to the design (cluster standard) including details and color requirements established by the builder and approved by the ARB. An application is required in this case. In the absence of an established cluster design standard, the specific guidelines in section 3.I.2 below shall apply.

2. Specific Guidelines

a. Decks must be located at the rear of the house. For Clairmont and Dunmore models, decks must not project beyond the side wall of the house. This includes any stairs, railing, privacy screens, etc.

b. Deck sizes must conform to guidelines as follows:

c. Astor/Biltmore – confined to courtyard area, may not touch adjoining houses, if applicable.

d. Clairmont – with sitting room – up to 10 x 18; no sitting room – up to 10 x 28
e. Dunmore – no larger than 14 x 36 measured from the deepest point where the deck meets the house.

f. The ARB will review and have final say on size.

g. Railings on rear yard decks must be consistent with the standards established by the developer and approved by Howard County.

h. Courtyard decks must be designed and built not only to allow access, but also to provide room for cleaning the dryer vent from adjoining houses. Hose bibs (faucets) and surface drains must not be covered by decking material.

i. Railings on courtyard decks must conform to the builder’s standards or match the deck material.

j. Any privacy screens must match the color and material of that installed by the builder. The total height of the railing and screen must not exceed 6 feet above the deck floor.

k. Decks should be constructed in such a way that braces are not required. A solid trim board shall be provided on any open side of the deck to conceal the joists and cut ends of the decking.

l. Decks’ supporting structures shall be constructed of wood, and where visible to the community, should be covered with material to match the house, consistent with other deck installation by the builder. Alternative materials such as composite wood (“Trex” or equal) may be approved by the ARB for walking surfaces.

m. Any built-in benches, flower boxes, trellis, arbors, etc., should be designed as an integral part of the deck.

n. Under deck storage is prohibited.

o. For enclosed, upper level decks, see Additions/Alterations – Major on page 6

p. Railings and post details must be consistent with the existing architectural elements.

q. Stairs in rear yard decks that extend outside the perimeter of the deck are prohibited.

r. Steps in courtyards are permitted from the deck floor to provide access to walkways.

3. Submission Requirements
   a. A scale site plan drawing showing the house, property lines and easements, any existing patio/deck, fencing, drains and the location of the proposed deck.

   b. Photographs showing the house and site marked to show the location of the proposed deck.
c. A plan (1/4” = 1’) showing the house and the proposed deck.

d. For upper level decks and decks of more than one level, provide elevation drawings, to scale, showing the house and the proposed deck, including the height above grade, stairs, and any other proposed elements.

e. Detailed drawings of railings and any benches, planters, privacy screens, etc.

f. A landscape plan, if applicable.

g. Approval by the ARB is required prior to application for a Howard County building permit.

**J. Dog Houses**

1. **General Considerations**
   a. Dog houses and other outdoor pet enclosures are strictly prohibited.

**K. Doors**

1. **General Consideration**
   a. Front doors must be of the style and colors originally used. New hardware should be compatible with and complement that installed by the builder. Alterations to the existing door are strictly prohibited (e.g. cut-outs or application of decorative trim.)

   b. Any changes to sidelights and transoms must be approved by the ARB. Changes to the glass are limited to clear or slightly tinted. Stained glass is prohibited except where grandfathered in.

2. **Specific Guidelines**
   a. Storm doors: must be “full view” (defined as doors where glass covers at least 80% of the door surface) and simple, with straight-lined framing and no ornamentation. Doors with half screen, scalloped edges or grilles will not be approved. Storm doors must be finished in the same color as the main door or in white.

   b. Side entrance garage doors must be compatible in style and color with those installed by the builder. See also Garages/Garage Doors.

3. **Submission Requirements**
   a. Photographs showing the house, existing windows and doors and the proposed location of new and/or replacement doors or storm doors.
b. If a new door or storm door is proposed, a catalogue photograph or manufacturer’s illustration showing the door and noting dimensions, material, and color.

L. Driveways/Parking Pads

1. General Considerations
   a. Any modification or extension to driveways and/or parking pads is prohibited.

M. Exterior Lighting/Insect Traps

1. General Considerations

1.1. Exterior Lighting
   a. An application must be submitted for all changes to exterior light fixtures and for additional lights including security lights. No application is required for the replacement of an approved light fixture with one that is substantially the same in type, size, appearance, and lamp wattage.

   b. Lighting shall be in accordance with approved project standards established by the builder and approved by the ARB.

   c. Temporary lighting such as seasonal holiday lighting does not require an application; however, such lighting should not be installed more than 30 days before the holiday and must be removed promptly, but no later than 30 days after the holiday. Any light shining on the front of the house shall be turned off by 11:00 pm.

1.2 Insect Traps
   a. All types of insect traps are prohibited in front yards.

   b. Electronic insect traps will be regulated based on the same criteria as for the exterior lighting. In addition, no device shall be installed or maintained in such a way as to cause discomfort to adjacent owners from noise and may only be operated during those times when the immediate area protected by the trap is occupied by the owner or guests.

2. Specific Guidelines
   a. The style and location of light fixtures must be compatible with the architecture of the house.

   b. Lighting must be a “clear” color such as incandescent, metal halide, etc. High pressure sodium vapor (yellow-orange) lights are specifically prohibited due to their glare and poor color rendition.
c. Security lights such as spotlights, floodlights, and motion-activated lights should be selected and located so as to minimize their impact on neighboring properties and streets. Fixtures should be shielded (instead of a bare bulb) and mounted under roof eaves. Security light fixtures (floodlights) will not be approved as replacements for decorative post lamps or fixtures at entry doors.

d. Wall packs or other high intensity fixtures are prohibited.

e. Electrified ground floodlights are not permitted in any areas except courtyards.

f. Permanent exterior fixtures should be “hard wired” so that there is no visible wiring or conduit.

g. Low-level feature lighting units (solar-powered) must be positioned purposefully and maintained in position and free of mulch or other obstructions.

3. Submission Requirements
   a. Catalogue photographs or manufacturer’s illustrations of light fixtures and insect traps, including dimensions, wattage, type of lamp, finish, and color.

N. Fences

1. General Considerations
   a. No new fencing or alterations to existing fencing is permitted

   b. Replacement of privacy fencing must match fencing installed by the builder in style, color, and material.

O. Firewood Storage

1. General Considerations
   a. All fireplaces are natural gas so the storage of firewood inside or outside the dwelling is prohibited.

P. Flags/Flagpoles

1. General Considerations
   a. No application is required if the following specific guidelines are followed. All other conditions must be submitted for review and approval.

   b. Due to the potential for both visual and audible impact of flags and halyards on neighboring properties, permanent free-standing flagpoles are not permitted.

2. Specific Guidelines
a. One flagpole/flag is permitted, which must be mounted on the front porch column. Rear garage homes may have an additional flagpole attached to the garage.

b. The pole must not exceed 6 feet in length and the flag or banner must not exceed approximately 15 square feet in size.

c. Any illumination of the flagpole must not impact neighboring properties with glare or intensity. High pressure sodium (yellow-orange) light is specifically prohibited. Bear in mind that flags must be taken down or otherwise illuminated at night. For the purpose of illumination, a low wattage “flag light” may be placed on the flagpole.

3. Submission Requirements
   a. Photographs showing the house marked with the proposed location of the flag/flagpole.
   b. A photograph or manufacturer’s illustration of the flagpole, bracket and flag, including size, material, and color.
   c. Lighting fixture type and location as applicable.

Q. Free-Standing Furniture
   a. No free-standing furniture may be placed in the front or side yards or sidewalks.
   b. Outdoor furniture (other than plastic or folding furniture) may be placed on front porches only.

R. Garages/Garage Doors

1. General Considerations
   a. No alterations, additions, or improvements shall be made to any garage that would defeat the purpose for which the garage was intended (as vehicular storage).
   b. Garages may not be converted into living or recreation space or used as a pet confinement area.
   c. For garage side entrance doors, see Doors on Page 14.

2. Specific Guidelines
   a. Garage doors must remain consistent with the style and color installed by the builder. Garage doors should be left in a fully closed position when not in use.
   b. Installation of windows in garage doors (other than those already part of doors installed by the builder) is prohibited.
S. Garage/Yard Sales

1. General Considerations
   a. Garage, moving, estate, yard, etc. sales are not permitted. However, the community customarily holds a sale annually in the summer, at which time residents may avail themselves of the opportunity to sell unwanted items in good condition.

T. Gazebos

1. General Considerations
   a. Gazebos are not permitted in any yard area or on a deck.

U. Grading and Topography

1. General Considerations
   a. No lot can be altered to accommodate an incompatible addition or improvement.
   b. Any storm water drainage shall terminate in a French drain or porous pipe in order to prevent erosion of the area or impact adjoining properties.
   c. Any changes in grading require an approval by the ARB.

V. Gutters/Downspouts

1. General Considerations
   a. No application is required for replacement gutters and downspouts provided they match the color and design of the existing approved gutters and downspouts.

2. Specific Guidelines
   a. Gutters and downspouts shall match the color of the surface to which they are attached or the existing trim color of the house.
   b. Downspouts must be installed to grade and spill onto splash blocks or into approved type of extension. Extension color must blend with matching landscape color, i.e. green grass, brown mulch, etc.
   c. Extensions, including underground drainpipes, must be located so they do not adversely affect drainage into any adjacent property.
   d. Drains may not empty directly onto sidewalks or driveways.

3. Submission Requirements
   a. Drawings or photographs of the house marked to show the locations of the proposed gutters and downspouts.
b. Catalogue photographs or manufacturer’s illustrations showing the profile, dimensions, and color of the gutters and downspouts.

W. Hot Tubs and Spas

1. General Considerations
   a. Exterior hot tubs should be located so as to limit any adverse visual or acoustical impact on neighboring properties.

2. Specific Guidelines
   a. Hot tubs must be located in the rear yard or courtyard within the confines of the deck area behind the house.
   b. Generally, hot tubs shall not protrude more than 3 feet above the adjacent ground or deck level.
   c. The exterior finish of an elevated hot tub should blend in with the exterior finish of the home, deck, or patio to which it is attached.
   d. Screening with landscape material such as evergreen shrubs may be required to reduce the impact on adjacent property owners.

3. Submission Requirements
   a. A scale site plan drawing showing the house, property lines, any fencing, patio/deck, and the proposed location of the hot tub including any vegetation to be removed.
   b. A manufacturer’s illustration or photograph of the unit showing the dimensions, materials, and color.
   c. Where applicable, a plan indicating the proposed type and location of screening.

X. House Numbers

1. General Considerations
   a. House numbers shall be the same height and material as the original numbers installed by the builder. The location may not be changed. An additional set of house numbers is permitted on corner houses, providing they are the same height and material as the original numbers installed by the builder, but not in the yard or on the curbing in front of the house.
   b. Additional house numbers may be located on rear garages or gates only and shall be of the same or similar size and style as the original numbers installed by the builder. Adhesive numbers are permitted.
c. Ground-mounted house number signs should be limited to numbers the same or similar size and style as the original numbers installed by the builder. It must be placed in a bedding area.

Y. Landscaping

1. General Considerations
   a. The manner in which the developer landscaped will have a profound impact on the ultimate character of the community. A streetscape was implemented by the developer to unify the neighborhood and provide appropriate human scale to the streetscape. The developer has installed landscaped entry features to enhance the entrance to the community as well as landscaping for screening purposes.

2. Specific Guidelines
   a. Front, rear, and side yards—refer to Landscape Addendum at the end of this document.
   b. Courtyard - plantings in courtyards should not threaten the structural integrity of neighboring structures or neighborhood infrastructure.
   c. Approval is required for grading or significant structural elements such as retaining walls, landscape timbers, steps, paved walkways, etc.
   d. Statuary or Decorative Lawn Structures – refer to Landscape Addendum.

Z. Lot Maintenance

1. General Considerations
   a. Watering: The homeowner is responsible for watering all grass and planted areas within their property confines.
   b. Trash Pickup: The homeowner is responsible for picking up litter of any type on their lot and preventing any windblown debris originating from their lot.

AA. Other Alterations

1. General Considerations
   a. It is impossible to write design 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 ARB.

BB. Painting
1. General Considerations
   a. An application is not required for repainting a specific object to match its original color.
   b. Color changes apply not only to the house siding but also to the doors, trim, roofing, and other appurtenant structures. Exterior color schemes were determined by the builder and are not subject to change except in the case of doors, which may be changed to one of the three approved colors determined originally by the builder.

CC. Patios

1. General Considerations
   a. The design, location, and the size of a patio shall be harmonious with the design and scale of the house and shall be appropriate for the size of the area in which it is to be located.
   b. Modifications to existing patios must incorporate the same materials and detailing as the approved existing patio. No changes to fencing are permitted.

2. Specific Guidelines
   a. Patios shall be located in the rear or courtyards of the house.
   b. For rear yards patios, see Decks (Section I).
   c. Acceptable materials are concrete, concrete pavers, brick, flagstone, wood, or landscape slate.
   d. Changes in grade or drainage pattern must not affect runoff or adjoining properties. A change in grade (step up or down) at the gate is not permitted.
   e. The location should provide reasonable visual and acoustical privacy for neighbors. Landscaping is recommended for screening.

2. Submission Requirements
   a. A scale site plan drawing showing the house, property lines, easements, any accessory structures, fencing, deck, surface drains and the location of the proposed patio.
   b. A plan to scale, showing the house and the proposed patio, dimensions, type and color of materials.
   c. Detailed construction drawings of railings, steps, benches, etc.
   d. A landscape plan identifying plant materials and sizes.

DD. Play/Recreation Equipment

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1. General Considerations
   a. All plays equipment that cannot be stored inside is prohibited. This includes, but is not limited to, swing sets, standard size basketball backboards, slides, playhouses, seesaws, inflatable or plastic pools.

EE. Porches

See Additions/Alterations – Major (Section 2).

1. General Considerations
   a. The design, location, and size of front porch, steps, and railings shall remain as originally installed and must be kept in good repair.

   b. Any repairs to front porch, steps and railings should maintain the original design, location, and size. Railings and Handrails are primary as a safety function and therefore; must be kept in a stable, secure and strong condition.

   c. Replacements should be kept similar to existing and do not require approval.

FF. Radon Equipment

1. General Considerations
   a. Any radon exhaust piping, fans, and related equipment should be located as discreetly as possible so as to minimize its visibility from the street.

2. Specific Guidelines
   a. Any above ground exhaust piping must be located on the rear or the side of the house, preferably next to a downspout and painted the color of the downspout or placed vertically on the side of the house and painted to match the siding color.

   b. Radon roof venting must follow the guidelines for Attic Fans/Ventilators.

   c. Any above ground equipment may need to be screened with plant material depending upon its visibility.

3. Submission Requirements
   a. An existing site plan (1”=30’) showing the house and the location of any above ground equipment.

   b. A manufacturer’s illustration or photograph of the equipment, indicating its dimensions, color, and material.

GG. Roofing
1. General Considerations
   a. Roof material and color shall match as closely as possible the existing roof color as established by the builder. See the community manager for details.

   b. No application is required for the replacement of existing roofing with roofing that is similar in material and color.

2. Specific Guidelines
   a. When replacing roofing, the entire house should be re-roofed at one time in order to maintain a uniform appearance.

   b. Replacement material must be similar in appearance and quality to the existing approved roofing.

3. Submission Requirements
   a. Photographs of the house showing the existing roof, and sample of the proposed roofing material.

   b. The manufacturer’s specific color, identification and sample of the proposed roofing material.

HH. Security Devices

1. General Considerations
   a. Any exterior security devices shall be selected and located so they will not detract from the architecture and appearance of the house.

2. Specific Guidelines
   a. Installation of window bars and grill-type security doors is prohibited.

   b. Cameras and housings, alarms, speaker boxes, conduit and related exterior elements should be unobtrusive and inconspicuous. Such devices should be located where not readily visible and should be a color that blends with or matches the surface to which they are attached. Insofar as possible, security cameras should limit visibility to the homeowner’s property.

3. Submission Requirements
   a. Drawings or photographs of the house showing proposed locations of security devices.

   b. Catalogue photographs of manufacturer’s illustrations of proposed alarm systems and accessories, including dimensions, material, and color. Drawings showing custom design and details where applicable.

II. Sheds/Storage Facilities
1. General Considerations
   a. Storage sheds are strictly prohibited
   b. Weather-proof storage bins are permitted but may be not higher than 3 feet above ground level and must be shielded from view.

JJ. Shutters

1. General Considerations
   a. The installation of exterior window shutters is prohibited.

KK. Siding

1. General Considerations
   a. Application is required for replacing siding. Colors, and materials must closely match those established by the builder.

2. Specific Guidelines
   a. When replacing damaged siding in large and visible areas, the complete visual field of siding, e.g. one wall, or front of house, should be replaced at the same time.
   b. The proposed siding material and trim details should be closely matched in appearance and color, as established by the builder.

3. Submission Requirements
   a. Photographs showing the house, existing siding, and the proposed location of new and/or replacement siding.
   b. The manufacturer and specific color “name” of both the existing and proposed siding material and a sample color chip.

LL. Signs

1. Specific Guidelines
   a. Standard “For Sale” or “For Rent” signs do not require applications. Only one such temporary sign advertising the property for sale or rent is allowed and may only be placed in a lower front window or attached to the porch railing. Realtors may temporarily place an “Open House” sign in front of a property on the day of that event.
   b. A single small political sign is allowed 30 days before and 7 days after a primary election, general election or vote on a proposition. A political sign must be no higher than 3 feet from the ground and must be within 3 feet of the home face. The sign shall be no larger than 6 square feet. Placement of a sign must not interfere with landscape maintenance or it may be removed at the discretion of the landscape contractor.
c. One standard home security sign may be placed in the front bed next to the house and shall be no larger than 10” x 10”. A second sign may be placed at the rear of the house.

d. Signs advertising contracted work on a property are strictly prohibited.

e. No other signs shall be permitted on any lot without approval by the ARB.

**MM. Skylights**

1. **General Considerations**
   a. No application is required for the replacement of existing approved skylights of the same size and appearance in the currently approved location.

   b. An application is required for new skylights or sun pipes (e.g. Solartubes). Skylights will be of the styles similar to those installed by the builder.

   c. The installation of skylights shall be in accordance with the approved project standards established by the builder.

2. **Specific Guidelines**
   a. Skylights shall be visually integrated with the architecture of the house regarding style, location, size, and color.

   b. Skylights shall have a low profile and shall be installed parallel with the roof ridge and edges.

   c. The frame color shall match or be compatible with the roof color. Any replaced roof tiles during installation shall match existing roof tiles.

   d. Visibility of skylights or sun pipes from the street shall be minimized.

3. **Submission Requirements**
   a. A drawing or photograph showing the proposed location of the skylight.

   b. Catalogue photographs or manufacturer’s illustrations of the skylight and complete specifications including dimensions, colors, materials, etc.

**NN. Solar Collectors**

1. **General Considerations**
   a. An application is required for installation of solar collectors. Solar collectors should be installed to minimize visibility from the street.
OO. Sunrooms/Greenhouses

See Additions/Alterations – Major (Section 2).

PP. Trash/Recycling Containers

1. General Considerations
   a. Each lot owner is responsible for keeping all trash and recycling materials secured in containers designed for such storage. Such containers must withstand wind and rain and prevent access to trash by birds and/or animals.
   b. Trash and recycling containers must be stored in garages or courtyards.
   c. Containers may be placed out for pickup after dusk the evening prior to a scheduled pick up day or early in the morning of a scheduled pick up day. Emptied containers should be removed from public view as soon as possible after pick up and in no case should they remain in public view after dusk the evening of a scheduled pick up day.
   d. Yard waste must be put in county-approved bags or be bound with twine.

QQ. Tree Removal

1. General Considerations
   a. Trees on private property are the responsibility of the unit owner.
   b. However, a tree may be removed by the Sub-Association involved if dead or diseased, if there is an imminent danger to people or property, or if other detrimental conditions exist. Such conditions may include intrusion by roots or branches on houses in a way that causes damage, excessive shade, or blocks critical sight lines.
   c. If a tree requires removal within the Villas, contact the Villas President. If on HOA property, then the on-site manager should be consulted regarding appropriate next steps.
   d. Trees may not be removed from reforestation areas. If growth from these trees threatens safety or dwelling integrity, the on-site manager should be notified in order that permission to address the problem is obtained from the county.

RR. Trellises or Arbors

1. General Considerations
   a. Trellises and arbors must be compatible with the existing house in style, character, scale, materials, and colors.
   b. Courtyard fencing may not be utilized as a trellis to support plantings or flower boxes.
2. Specific Guidelines
   a. The preferred location should be integrated with a deck or patio. A free-standing trellis or arbor may not touch or be attached to the adjoining property or extend beyond the boundaries of the fenced enclosure.

   b. The design, size, materials, detailing, and colors should be harmonious with the architecture of the house.

3. Submission Requirements
   a. A scale site plan drawing showing the house, property lines, any deck/patio, fencing, accessory structures, significant vegetation, and the proposed location of the trellis or arbor.

   b. Photographs showing the house and the proposed location of the trellis or arbor.

   c. Drawings to scale, including plan and elevations, materials, and colors.

   d. If a prefabricated trellis/arbor is proposed, include a catalogue photograph and/or manufacturer’s illustration with dimensions, materials, and colors.

   e. Where applicable, provide a planting plan indicating the type and location of proposed landscaping.

SS. Water Gardens/Fountains/Water Features/Birdbaths

1. General Considerations
   a. In ground water gardens/fountains require approval by the ARB. When not operational, any water in the receptacle must be changed weekly or treated for mosquito control.

   b. Only one birdbath is allowed per living unit. Birdbaths must be kept clean and water changed weekly or treated for mosquito control (electric agitators should be avoided).

   c. A water garden/fountain must be in the courtyard or rear yard, however, the location and mode of installation should be considered by the applicant so that the safety of household members and neighbors is taken into consideration. A single birdbath is allowed in the front landscaping or the courtyard only.

2. Specific Guidelines
   a. Changes in grade or drainage pattern must not affect runoff or adjoining properties.

   b. The location should provide reasonable visual and acoustical privacy for neighbors. Landscaping is recommended for screening.
3. Submission Requirements
   a. A scale site plan drawing showing the house, property lines, easements, any accessory structures, fencing, deck, and the location of the proposed water feature.
   
   b. A plan to scale, showing the house and the proposed patio, dimensions, and an indication of materials.
   
   c. Detailed construction drawings.
   
   d. A landscape plan identifying plant materials and sizes.

TT. Windows/Storm Windows

1. General Considerations
   a. No application is required for the replacement of existing windows.
   
   b. The addition/replacement of windows shall be in accordance with the project standards approved by the ARB. In the absence of such project standards the following specific guidelines shall apply.

2. Specific Guidelines
   a. Window Additions/Replacements
   
   b. Windows shall be quality material and workmanship, and consistent in proportion, detailing, and style.
   
   c. The type, style, material, color, and detailing of a new or replacement window must be consistent with that of existing windows.
   
   d. Windows shall have clear or tinted glass. Highly reflective glass is not permitted.
   
   e. Installation of storm windows is strictly prohibited.

3. Submission Requirements
   a. Photographs showing the house, existing windows, and doors and the proposed location of new and/or replacement windows.
   
   b. Where new windows are proposed, elevation drawings to scale, showing the existing house and the proposed location of the windows.
   
   c. Catalogue photographs or manufacturer’s illustrations showing window type, style, dimensions, materials, and colors.
## Landscape Addendum

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L1 Background

Over time, since the inception of the Enclave at Ellicott Hills, there have been various changes made - both formally and informally - in the guidelines and recommendations governing landscaping of Villas properties. The initial uniformity in Villas landscaping has been significantly reduced based on the effects of nature, with some varieties of plantings thriving and others not, leading to the need to expand options. As homeowners have been permitted to exercise more choices and participate in the design of front and side beds, variety has increased even more.

The community’s Architectural Review Board (ARB) and Landscape Committee (LC) wish to respect individual taste while ensuring that some basic principles are adhered to. These may be summed up quite simply - homeowners are required to ensure that landscaping is safe, clean, and neat.

Towards that end, the landscape contractor has been asked to indicate, as part of their regular site visit reports, any instance(s) of conditions that are (1) unsafe; (2) unclean; and/or (3) unkempt. Any instances of such conditions reported to the Enclave on-site manager will be relayed to the appropriate sub-association. This applies to all Villas, even those at which a reflector has been posted to signal the owner’s desire to do his/her own trimming and weeding. The sub-association will inform the resident of the problem and indicate the need for it to be resolved either by the resident or, with the resident’s approval, by the landscape contractor’s staff. A cost would only be incurred if the work required were outside the terms of the regular landscape maintenance contract.

Examples of situations to which these principles apply include—but are by no means limited to—the following: low branches of a tree or shrub adjacent to a sidewalk (unsafe); birdbath yard ornament in which scum has developed in standing water (unclean); tree or shrub that has grown to such size as to rub against an adjacent dwelling or reach above the roofline (unkempt). In some cases the age of plant material rather than its height or girth may be of issue (for example, when a considerable body of bare branches accumulates underneath new growth), and homeowners must be aware that all plant material has a finite lifespan in terms of attractive appearance.

Villas homeowners can consult a comprehensive master list of shrubs that have been installed in front and side beds (See Appendix B, which also includes a list of trees planted in the Enclave). The landscape contractor can also identify plants that were initially installed in the Enclave that have done poorly as a rule, and which should therefore be avoided if possible when homeowners are considering new plantings. Unless the landscape contractor offers and explains another recommendation outside of the master list, all specimens planted should be chosen from this list.

The LC will serve as the liaison between the contractor and the community on behalf of the HOA Master Board on matters related to the conduct of landscaping duties on HOA property, while the Enclave on-site manager will continue to serve as the business liaison. The officers of each Villa’s sub-association will act as the liaison between Villa’s residents and the landscape contractor. The ARB will continue to oversee matters related to structures, landscape, and changes to planting bed configuration.
The following pages include specific details regarding both requirements and recommendations agreed upon by the ARB and Landscape Committee in 2012.

L2 ARB Landscape Requirements

1. Prior approval of the ARB must still be obtained for any modification to the configuration of landscape beds and/or areas outside of courtyard fencing. Modifications requiring approval include but are not limited to:
   - any change in the size or configuration of planting beds (expansion or reduction of existing bed, addition of new beds)
   - the addition of any tree or shrub outside of existing beds (that is, requiring that a new tree ring be cut into existing turf)

2. Approved extensive landscape bed modifications must be at the homeowner’s expense and meet all landscape guidelines outlined in this Addendum. Future maintenance costs will be borne by the sub-association as part of the community landscape contract.

3. Prior approval of the ARB must be obtained for any hardscape modification within Villas courtyards, in the narrow strip along driveways, and within the dwelling “footprint” (e.g., underneath a second-story porch).

4. Prior approval of the ARB must be obtained for any structural change involving a permanent (e.g., not seasonal-only) structure such as a gazebo, retaining wall, decorative wall, or permanent border feature (brick, stone, etc.).

5. Prior approval of the ARB must be obtained before the installation of any change or addition to the drainage system, whether within a courtyard or outside of courtyard fencing in front or side property. This includes erosion control devices (e.g., rubber, steel, or stone edging) and French drains. The use of PVC pipe as an extender is strictly prohibited. See Appendix A for detailed requirements.

6. Prior approval of the ARB must be obtained before attaching any decorative object to the wall of a house outside of the courtyard in a manner that may affect the integrity of brick facing or siding.

7. Any responsibilities assumed by a homeowner for new plantings transfer to any subsequent homeowner(s) upon sale of the property.

Instructions on filing a request for approval by the ARB before undertaking any of these actions
L3 Notification of Violation of ARB landscape Requirements and Appeal Process

See Guidelines for Exterior Modifications for Villas I, II, and III Page 5

L4 Landscape Guidelines/Recommendations

A. Plantings: General Considerations

General Considerations
1. Watering: The homeowner is responsible for watering all grass and planted areas within their property confines. Failure to water lawn area and shrubbery will result in replacement costs that will be passed on to the appropriate sub-association and the homeowner in higher fees.

2. It is the homeowner’s responsibility to inform the appropriate Villas Sub-Association of all dead or diseased plant material on their property.

3. If removed, existing plantings installed previously by the developer or landscape contractor should be replaced in a timely manner; homeowners should consult the master list of recommended plants and/or seek the advice of the current landscape contractor.

4. Plantings or containers near or among plants installed by the landscape contractor must not impede access by contractor’s staff during maintenance of beds (the weeding, mulching, trimming, etc.) or lawns.

5. There is no master list of recommended annuals and homeowners are at liberty to select annuals of their choice. However, annual or perennial plant varieties that are invasive and which may spread by growth or seeding to unwanted areas and/or neighboring properties must be avoided. Some examples of invasive plants include some varieties of Salvia, Loosestrife, Artemisia, and some varieties of Campanula (bell flower).

6. Non-climbing ground cover may be planted in the narrow beds alongside parking pads and in rear beds (e.g., near garage aprons). Climbing varieties are not permitted.

7. Planting of ground cover around street side trees is not permitted.

8. Plant and/or shrub additions should be selected to conform to the anticipated height and spread of existing plantings placed by the landscape contractor and to ensure that the
principles of safety, neatness, and cleanliness are adhered to.

9. Plants, shrubs and flowers planted within three (3) feet of the front windows of units must be kept pruned to no higher than the first pane of the windows and no wider than one pane. Overall, plantings need to be proportional to the exterior of the home. If in doubt, questions about shrub placement should be relayed to the ARB. Homeowners should bear in mind the eventual size and shape of the mature shrub.

B. In-Ground Plantings

1. Homeowners’ selection of in-ground plants/shrubs should take into consideration pleasing color scheme, neat growing habit (including height and spread), and susceptibility to insect and/or animal pests.

2. Plants that require separation and/or division must be maintained as appropriate for the species of plant to prevent compacting, spreading and loss of flowering.

C. Annuals

The homeowner must routinely maintain any annuals planted on his/her property in ground and/or in containers (standing or hanging); this includes watering, trimming and/or deadheading as necessary. Dead or dying plant material should be removed at the end of the growing season and empty containers removed, if practical to do so. If the annuals planted spread or seed themselves outside of the property bed(s), the homeowner is responsible for correcting the problem.

D. Bulbs

The homeowner must maintain any bulbs planted on his/her property; this includes watering, removing or bundling, braiding, or tying back of stalks and leaves after bloom, and removing of dried stalks and leaves at the end of the growing season.

E. Perennial flowers and Ground Covers

1. Varieties should be selected from among those already established in the landscaped beds in the Villas or based on advice/guidance of the landscape contractor. See Appendix C for a list of some perennials and ground covers that have thrived in the Enclave Villa beds.

2. Any perennials and/or ground covers planted by the homeowner should be routinely maintained, including watering, trimming and/or deadheading as necessary, and cutting back/removal of dead plant matter at the end of the growing season. If maintenance beyond that routinely provided under the landscape contract is required, it should be provided or arranged for by the homeowner. If perennials and/or ground covers planted spread or seed themselves outside of the property bed(s), the homeowner is responsible
for correcting the problem.

**F. Containers**

1. Plant containers may be placed on porches or steps, alongside walkways or driveways, from shepherd’s hooks and/or on railings. Temporary/disposable nursery growing containers are not permitted, however.

2. Selection of container plantings should take into consideration pleasing color scheme, neat growing habit (including height and spread), and susceptibility to insect and/or animal pests.

3. The number and type of container(s) displayed should take into consideration the size of the area in which it will be placed; entrance, egress, and passage by residents or others should not be impeded in any way.

4. Homeowners should, when practical to do so, remove empty containers, hangers, dead plants and/or hooks at the end of each growing season.

5. Vines in containers or pots must not be allowed to reach the ground, to prevent rooting into landscape beds.

**G. Plant supports**

1. A small to moderate size plant support (trellis, tower, tuteur, etc. up to 4 feet tall) may be placed within the backside of front or side beds. Any support over 4 feet must be approved by the ARB unless recommended by the landscape contractor for a specific need or location.

2. No plant supports may be anchored to an exterior wall (brick or siding) under any circumstances.

3. Supported plantings must be routinely maintained, including watering, trimming and/or deadheading as necessary, and removal of dead plant material at the end of the growing season. Courtyard fencing may not be used for plant support (that is, as a means of stabilizing a given specimen).

4. Support structure surfaces must be maintained in good condition by repairing, cleaning and/or repainting as necessary to avoid dirt or rust.

5. When possible, homeowners should remove the support structure at the end of each growing season for seasonal plants/flowers. Bare structures may be retained in place for perennials that are simply dormant over the winter.
**H. Garden Ornaments**

1. To maintain some consistency while respecting individuality, landscaper’s plantings should remain the key primary feature of front and side yards. Ornaments may be placed in landscape beds, on porch, steps or stoop, alongside entrance walkway or driveway, from shepherd’s hooks and/or on railings.

2. Selection of ornaments should take into consideration pleasing color scheme, and moderation in height and width so as not to overpower landscape plantings.

3. The number and type of ornament(s) displayed should take into consideration the size of the area in which they will be placed; entrance, egress, and passage by residents or others should not be impeded in any way.

4. Containers and/or ornaments placed on front walkways and/or stoop/landing should not block entrance or steps. The size and quantity of containers and/or ornaments should be determined by allowable space so as not to create obstruction and/or clutter.

5. Ornaments, pots, signage, etc. are not permitted on the turf because they interfere with landscape maintenance work. A single small sign or decorative flag (no larger than 18”x18”) may be placed within the bedding area.

6. Any decision to hang wind chimes or another ornament that may disturb others should be made only after consultation with neighbors who might be affected.

7. Shepherd’s hooks may be used in the bedding areas only if their height is in proportion to the area in which they are being placed, are under 54 inches and they do not create an unkempt appearance because of their size or number.

8. A birdbath and a bird feeder should only be placed within landscaped beds and the size should be proportional to the landscaped area. No bird feeder or ornament may be attached to the trees between curb and sidewalk. Homeowners’ are responsible for the cleanliness of these installations. See additional requirements in Guidelines.

**I. Mulch**

1. Mulching is part of the general landscape maintenance contract. Any removal or replacement of the mulch by a homeowner must be done in a manner that is consistent with the landscaper contractor’s practice. This includes maintaining the distribution level (no less than 1” deep, as well as the color and type of mulch. Bark nuggets, pine needles, cedar, stones, etc. are prohibited.

2. If additional mulch is required for a planting bed, contact the Villas representative who will relay the request to the landscape contractor.
3. Additional mulching required as a result of elective bed redesign/replanting is the financial responsibility of the homeowner. Mulching needed as a result of routine replacement of a dead/dying shrub will remain the financial responsibility of the relevant Villas sub-association.

J. Opt Out Option

1. Homeowners may choose to maintain their front and side beds by placing a round red stake-mounted reflector in the rear of the bed that they wish to maintain. Homeowners are responsible for obtaining reflectors. This maintenance will apply to all weeding and pruning; however, mulching will remain the responsibility of the landscape contractor in order to ensure consistency of mulch color and type throughout the Villas.

2. Homeowners will be responsible for pruning, weeding and to the conforming appearance with homes throughout the Villas based on adherence to the requirements of this Landscape Addendum and the ARB Guidelines.

3. The Opt-Out Option is for maintenance only (weeding and pruning). The landscape contractor will continue to provide services to all homeowners for pre-emergence treatment, fertilizer and mulching of landscape beds.

4. Plantings not maintained by the homeowner are subject to maintenance and/or removal after due process by the landscape contractor.

Appendix A: Details of ARB Requirements for Erosion and Drainage Control

1. The mulch and/or turf in the strips along the driveways and by garage aprons may be replaced with butting or interlocking brick pavers that match the brick color of the house or the concrete color. The material must be installed flush with the driveway surface. The use of poured concrete is prohibited. A sample of the intended pavers is required along with the application to the ARB.

2. Black rubber or steel edging similar to material used by the landscape contractor may be used for erosion control. It must be installed in a professional manner at a consistent height. An application with a complete drawing of placement and material sample is required.

3. The use of flat stones to hold mulch in place where it meets the sidewalk may be considered for use on severely sloped areas. The color of such stones must blend with the mulch. An application with complete drawings, description and material sample is required.
4. The use of landscape timbers or railroad ties is prohibited.

5. Downspout runoff may be alleviated by trenching and the installation of edging and brown lava rock type material that will allow for absorption of water into the ground.

6. Downspout extenders that blend with surroundings may be used to divert water direction to grassy areas. An application and material sample is required.

7. Water may not be diverted directly onto the sidewalk, parking pad or street.

8. The use of unburied PVC pipe as an extender is prohibited.

9. Rain barrels to collect roof run-off may be installed only in courtyards and only after obtaining ARB approval.

Please note: The homeowner’s decision to enhance existing landscaping with in-ground and/or container plantings brings with it the responsibility to care for those plantings. Maintenance of enhancements is the sole responsibility of the homeowner, not the landscape contractor.
Appendix B: Shrubs and Trees in the Enclave at Ellicott Hills

Shrubs

Abelia
Azalea – Encore
Barberry – Crimson Pigmy
Barberry – Gold
Boxwood – Green Mountain
Boxwood – Green Velvet
Boxwood – Winter Gem
Clethra
Crepe Myrtle – Pocomoke
Deutzia – Nikko
Holly – Blue Prince/Princess
Holly – Inkberry
Hydrangea – Big Leaf
Hydrangea – Panicle
Itea – Henry’s Garnet
Japanese Holly – Green Luster
Japanese Holly – Helleri
Japanese Holly – Soft Touch

1 This list may be periodically reviewed and revised by the landscape contractor, to ensure that it represents accurately and thoroughly all shrubs and trees planted by the landscaper and/or homeowners in the community.
Juniper – Blue Rug
Laurel – Otto Luyken
Laurel – Skip Jack
Lilac
Nandina – Fire Power
Nandina – Gulf Stream
Nandina – Heavenly Bamboo
Osmanthus – Holly
Osmanthus – Variegated (Goshiki)
Plum Yew – Spreading
Plum Yew – Upright
Rose (Carpet, Drift, Knockout)
Spirea – Gold Mound
Spirea – Henry Waterer
Spirea – Little Princess
Spirea – Magic Carpet
Viburnum

Trees
Cherry – Autumn
Cherry – Kwanzan
Cherry – Yoshino
Crepe Myrtle
Cryptomeria
Holly – American
Holly – Foster
Holly – Nellie Stevens
Hornbeam
Japanese Maple
Leyland Cypress
Lilac – Ivory Silk
Linden
London Plane
Plum – Thundercloud
Red Maple
Redbud
Service Berry
White Pine
Appendix C: Perennial Flowers and Groundcovers in the Enclave at Ellicott Hills

Perennials

Achillea (Yarrow)
Alchemilla Mollis (Lady’s Mantle)
Astilbe
Brunnera (Chrysanthemum)
Coryopsis
Dianthus
Echinacea (Coneflower)
Hardy Geranium (Cranesbill)
Helleborus
Hemerocallis (Daylily)
Heuchera (Coral Bells)
Hosta
Hypericum (St. John’s Wort)
Iris
Knautia
Lavender
Liatris (Gayfeather)

This list may be periodically reviewed and revised by the landscape contractor, to ensure that it represents accurately and thoroughly all perennials and ground covers planted by the landscaper and/or homeowners in the community.
Ligularia
Leucanthemum (Shasta Daisy)
Nepeta (Cat Mint)
Penstemon (Beardtongue)
Reed Grass
Rudbeckia (Black Eyed Susan)
Salvia (Sage)
Scabiosa (Pincushion Flower)
Sedum (Stonecrop)
Veronica (Speedwell)
Viola (Violet)
Vinca: non-vine variety

**Ground Covers**

Ajuga
Carex
Liriope-Big Blue
Liriope-Variegated
Mazus
Pachasandra
Periwinkle
Sedum
St. John’s Wort-Calycinum
Villas Application for Exterior Modification Form

Name: _______________________________ Phone: (H) ___________ Date: ___________
Email: _______________________________ Phone: (C) ___________
Property Address: ___________________________________________________________
Sub-AssOCIation: Villas I ( ) Villas 2 ( ) Villas 3 ( )

Contractor Information:
Contractor Company: __________________________________ Email: __________________
Contractor Contact Name: _____________________ Contractor Phone: __________________
Project Start Date: ____________ Project End Date: ____________

Proposed Improvement:
___________________________________________________________________________
Location: ___________________________________________________________________
Style: _____________________________ Color: ___________________________________
Dimensions: ________________________ Material: _________________________________
Additional Details: ____________________________________________________________
____________________________________________________________________________

Attachments: Drawings ( ), Sketches ( ), Photos ( ), Catalog Page ( ), Paint Samples ( )
Plot Plan (survey) ( ); if applicable, indicating proposed improvement to be place or removed.

Is this application in response to a violation or rejection letter sent to you? Yes ( ) No ( )

To expedite approval your submission must include all required attachments and signatures as follows:
( ) This submission form (all required signatures and your acknowledgement signature on next page)
( ) A through description of your project including height, width, length, depth, materials, etc.
( ) Where practicable, a complete list of materials including color and/or samples.
( ) Patio’s and retaining walls must include a list of sub-base materials and depths.
( ) A picture/sketch/drawing of the intended project indicating color, style, material and dimensions.
( ) A site/plot plan showing the project location with relation to the home lot giving project dimensions.
( ) Project plan showing location of DRAINS, FAUCETS and VENTS if applicable.
( ) A step up or down at the courtyard exit fence gate will not be allowed.

Signatures of Affected Neighbors (those adjacent to your home on all sides) are required for
Notification purposes only, however without signatures the application may be delayed.

__________________________________________________________________________
Printed Name Signature Address

__________________________________________________________________________
Printed Name Signature Address

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Please send/give this application and all associated attachments to:
Enclave at Ellicott Hills Community Association
On-Site Manager, 3000 Ellicott Hills Blvd., Ellicott City, Maryland, 21043

**Homeowners Acknowledgements**

**I Understand:**
That no work on this project shall commence until I have received approval of the Architectural Review Board (ARB).
Any work commenced or completed prior to approval and if any part or all of the application is disapproved, I may be required to return the property to its original condition at *my own expense.*
That approval is contingent upon the project being completed in a neat, orderly and timely manner.
That there are architectural requirements contained in the Enclave Declaration and By-laws and as outlined in the ARB Guidelines. That a review process has been established by the Enclave HOA Board of Directors.
That the proposed project must comply with state and local codes. Applications for building permits are my responsibility. Nothing in this application shall be construed as variance or waiver of these codes.
That any change, addition or deletion from the original application must be re-submitted for additional approval.
That after completion the Addition, Deletion, Modification must be maintained per the Enclave Declaration, By-laws and the ARB Guidelines.
That this project will not detrimentally affect the proper drainage of any common areas or neighboring lots. That I will be responsible at my expense to correct any resulting drainage issues resulting from this project.
That my Contractor and I acknowledge and agree that the ARB Committee nor the HOA Board assumes any liability resulting from the approval or disapproval of any plans submitted. Further, the ARB nor the HOA assume any liability and make no representation regarding the adequacy or quality of any submitted plans or whether such plans comply with any or all governing authority requirements or codes. The ARB review, comments and/or approval do not relieve me or my Contractor of their responsibility and obligation to comply with the Enclave Declaration, By-laws, the ARB Guidelines and any state and or county codes and governing practices.
That my Contractor and I agree to allow the ARB committee members access to the project at any reasonable time for the purpose of compliance issues to the stated items within the project application.
That it is my responsibility as owner of the property to ensure that I and my Contractor are knowledgeable that the proposed project is structurally, mechanically and otherwise safe and that it is designed and constructed in compliance with all applicable building codes, fire codes, other laws or regulations and with sound construction practices.
That I and/or my Contractor is responsible for the restoration of any damage to HOA property, Villas Common Area or neighbor’s property caused by the construction of this project.

I hereby certify that the information I have provided is accurate to the best of my knowledge. I further certify that, once approved, I shall construct the proposed improvement according to the approved plans, schedule and specifications. Permission is hereby granted to members of the Enclave at Ellicott Hills Community Association Architectural Review Board (ARB) and its representatives to enter on my property as necessary to review the proposed project.

Owner Signature ____________________________________  Date: ____________________
Mailing Address: ______________________________________________________________  
(If different from Property address)

Additional Information:

**Review Process:** The amount of time that the Architectural Review Board (ARB) has to render a decision on this application is stipulated in the Enclave at Ellicott Hills governing documents. The ARB will make every reasonable effort to expedite the review process. Applications will be reviewed for completeness and requirements stated in the above acknowledgements and the ARB may also request additional information for clarification and comprehension of your proposal.

**Application:** All necessary documents must be attached. Application is to be signed by the Living Units owner.

**Notification:** You will be notified officially by mail. Additionally, you may be notified, by e-mail and/or telephone if time frames are a requirement to meet estimated construction dates.

**Appeals:** A challenge to an Architectural Review Board (ARB) ruling can be made at any given time. A challenge must be in the form of a written appeal to the Enclave at Ellicott Hills Homeowner’s Board of Directors (HOA) within fifteen (15) days of receipt of the ARB decision letter. The HOA will normally consider the challenge at its next regularly scheduled meeting if sufficient time exists from the date of the challenge for investigation, hearing and deliberation. Expedition of the challenge may occur at the express determination of the HOA Board. Any delay in action or in lack of action by the HOA Board is not to be assumed to be acceptance or rejection of the ARB decision.

**Guidelines:** Each Living Unit owner is responsible for submitting an application for ARB review and approval of any plans to improve, remove or modify the external appearance of their property. Details of which can be found in the *Guidelines for Exterior Modifications for Villas I, II, and III and Landscape Addendum*. Copy may be obtained from the On-Site Manager or from the Community Web Site.  
www.Enclaveellicotthills.com  
(Residence tab: Community Policies, Guidelines & Forms)

**Documents:** Howard County recorded documents for the community as follows:  
Declaration of Covenants, Conditions, Easements and Restrictions for The Enclave at Ellicott Hills Community Association, Inc.  
Bylaws of The Enclave at Ellicott Hills Community Association, Inc.  
First Amendment to the Bylaws of the Enclave at Ellicott Hills Community Association, Inc. (Jul 21, 2011)  
Guidelines for Exterior Modifications for Villas I, II, and III and Landscape Addendum

**Response to Design Review Application (Note: Application expires if project is not completed within twelve (12) months from approval date)**

**Date Action Taken: ___________________________**  
Application Approved  
Application Disapproved  

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Signature of Architectural Review Board Representative

Additional Information Requested ____________________________
Date of Request

Date Reconsidered: ____________________________
Application Approved ()
Application Disapproved ()

Signature of Review Board

Appeal HOA Board of Directors ____________________________
Date of Submission

Reason for Challenge: __________________________________________

Date Action Taken: ________________
Appeal Approved ()
Appeal Disapproved ()

Signature of Appeal HOA Board
THE ENCLAVE AT ELLICOTT HILLS
VILLAS EXTERIOR PROPERTY COURTESY REVIEW

Name: _____________________ Address: ______________________________  Date: _____________

Sub-Association: Villas I ( ) Villas II ( ) Villas III ( )

As per The Enclave at Ellicott Hills Declaration Article 7 Section 7.5, your Homeowners Association Board of Directions has designated a Design Review Committee, also known as the Architectural Review Board. (ARB). As the agent for the HOA, one of the services the ARB provides is the routine survey of the exterior Villas environment. This survey ensures the preservation of the community original design and character as well as safety is maintained. Your community is governed by a Howard County recorded set of documents known as the Declaration, the By-laws and the interpretation of these documents in the Guidelines. These governing legal documents exist to preserve the aesthetic harmony and the preservation of property value of our community.

The Declaration, Article 12, Section 12.1 delineates the requirement of each owner within the community as to their responsibility to maintain their Living Unit. This responsibility includes; but not limited to, landscaping and exterior repairs.

A recent review has identified the following item(s) that your HOA wishes you to address:

1. 
2. 

You may already be aware of this matter and are in the process of correction. If so, we thank you.

Your cooperation in completing/repairing the item(s) noted above would be greatly appreciated by your association and your neighbors. This will help maintain the aesthetically pleasing and beautiful community we live in as well as the retention of property values.

However; if you will be unable to have the matter resolved within the next seven (7) days from the date of this violation letter, you may provide an explanation below. You also have the right to address your concerns to the HOA through written request to the On-Site Manager.

Failure to respond to this violation letter may result in the HOA resolving the matter in your stead. All costs related to such correction, repair, maintenance or restoration may be collectible at your expense.

Thank you in advance for your cooperation in resolving this matter:

______________________________
ARB Representative

Resolution of above violation(s):
Resolved: ( ) Not Resolved: ( ) Explanation below: ( ) Request HOA meeting ( )
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THE ENCLAVE AT ELLICOTT HILLS COMMUNITY ASSOCIATION

ADMINISTRATION RESOLUTION NO. 19-01

April 2, 2019

(Establishing a Design Review Committee
AKA: Architectural Review Board)

WHEREAS, The Enclave at Ellicott Hills Community Association, Inc. (“Association”) is a
Maryland nonstock corporation which is subject to the provisions of both the nonstock Corporation Act and
the Community Association Act, of Howard County, Maryland, and,

WHEREAS, Article 7, Section 7.1. (a) of the Bylaws of the Ellicott Hills Community Association
(“Bylaws”) provides that the Board of Directors shall have the authority to adopt and publish Community
Codes and other rules and regulations of the association, and

WHEREAS, Article 7, Section 7.1 of the Declaration of Covenants, Conditions, Easements and
Restrictions of the Enclave at Ellicott Hills Community Association (“Declaration”) provides that each
Owner of a Living Unit agrees that all plans for improvements shall be approved in writing prior to
commencement of any improvement within the property.

WHEREAS, Article 7, Section 7.6 of the Declaration states:

Design Review Committee as a Review Entity. The Design Review Committee
shall exercise such rights and powers of the Review Entity as may from time to
time be assigned to the Design Review Committee pursuant to section 7.5
(The Declarant). The Design Review Committee shall consist of at least three (3)
but not more than five (5) members who shall serve at the pleasure of and may be
removed and replaced at the discretion of the Declarant, during the Declarant’s
Rights and Obligations period, and at the discretion of the Board of Directors
thereafter. The members of the Design Review Committee need not be members
of the Association and may, but need not, include architects, engineers and similar
design professionals. A good faith effort shall be made to employ an architect to serve
on the Design Review Committee but an architect member of the Design Review
Committee shall not be required. Compensation of the members of the Design Review
Committee, if any, shall be established from time to time by the Board of Directors.
THE ENCLAVE AT ELLICOTT HILLS COMMUNITY ASSOCIATION, INC

RESOLUTION ACTION
Resolution Type: ARB Committee
Policy No. 19-01

Pertaining to: Design Review Committee Guidelines Establishment

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Villas II President

Villas III President