

# **HABITAT 1 SECTION B CONDOMINIUM ARCHITECTURAL GUIDELINES**

## **Objective**

This document is intended as a guideline for the Habitat 1 Section B Condominium Association unit owners. These guidelines are intended to increase the unit owner's awareness of the ways in which the integrity of the Habitat 1 Section B Condominium is preserved and the responsibilities of the unit owners must assume in this process. In order to maintain the architectural character and integrity of the condominium as well as preserve the value of homes, the Board of Directors has enacted the following architectural guidelines. The authority of the Board of Directors to enact and enforce these architectural guidelines is provided by the By-Laws of Habitat 1 Section B, Article IV. **Strict observance and adherence to these guidelines is required.** In the event of any conflict between these architectural guidelines and the By-Laws, the By-Laws shall prevail.

## **Application Process**

Prior to commencement of work, approval for **all** exterior and some interior improvements must be obtained from the Board of Directors. To initiate this process the **unit owner, NOT the tenant**, shall obtain from the Property Manager or ProCom website an application (Architectural Change Form) requesting approval of the proposed improvement(s). The completed ACR and any plans, sales brochures or other descriptive literature showing the type of installation/construction must be submitted to the Property Manager. The Board of Directors will review the application at their next monthly meeting (unit owners are welcome to attend to further explain their improvements) and respond to the unit owner in a timely manner. The Board of Directors may need to do an on-site inspection before rendering a decision. **While every attempt is made to review and approve ACR forms in a timely manner, applications should be submitted well in advance of the proposed architectural change(s) and allow sixty (60) days for a response (Article VII, Section 4).**

## **All ACR applications, plans and drawings shall be submitted to:**

Habitat 1 Section B Condominium  
c/o ProCom  
1111 Benfield Blvd. Suite 110  
Millersville, MD

**Failure to obtain necessary approval in writing from the Board of Directors is a violation of Association policies in accordance with the Master Deed and By-Laws and may require modification or removal of the improvements at the unit owner's expense and could result in fines.**

## **Architectural Material Construction Standards**

1. **All work must be performed in a manner consistent with the general dwelling construction and appearance of the community. All work considered being of an unsightly finished nature or of lesser quality than prevailing community standards must be reworked to an acceptable appearance at the sole discretion of the Board of Directors.**
2. Paint colors shall be those utilized throughout the Habitat 1 Section B community and are available from Sherwin Williams. The use of any other colors without

Board of Directors approval is not permitted. Contact the Property Manager for the colors of your unit.

### **Disruption of the Community Common Area**

Habitat 1 Section B common area that is damaged or disrupted due to the installation, construction or maintenance of an individual owner's improvement, must be restored to its original condition at the expense of the unit owner as soon as the work is completed.

### **County Permits**

Approval by the Board of Directors for any improvements does not waive the necessity of obtaining required building permits. Obtaining building permits does not waive the need for Board of Directors approval. Please contact Anne Arundel County for information on building permit requirements.

### **Reporting Violations**

When residents become aware of a possible violation, the violation should be reported to the Property Manager.

### **Structural Alterations**

Any exterior additions, alterations or modifications to buildings or fences, except those outlined in these guidelines, are prohibited unless approved by the Board of Directors. Also, any interior alterations, including electrical and plumbing changes that affect bearing walls, common walls or the structural integrity of a unit are prohibited unless approved by the Board of Directors. The cost to repair or restore a building to its original condition caused by any unauthorized architectural changes or modifications, made by a unit owner or tenant, will be the responsibility of the unit owner.

### **Guidelines**

#### **1. Air Conditioners:**

- a. Air conditioning units installed in windows or walls are prohibited.
- b. Replacement refrigerant lines must be installed in a manner that is inconspicuous. An ARC form detailing placement of the replacement refrigeration line must be submitted to the Board of Directors and approved prior to installation of the line.

#### **2. Basketball Hoops:**

Installation of basketball hoops is prohibited, including freestanding.

#### **3. Doors (Entry)**

Entry doors may be replaced at the unit owner's expense providing the following conditions have been met:

- a. Only approved entry door or storm door styles with approved paint color may be installed.
- b. The Board of Directors must approve all new entry door installations.

#### **4. Doors (Sliding)**

Sliding doors may be replaced at the unit owner's expense providing the following conditions have been met:

- a. Door openings must remain the original size.

- b. Only sliding door units may be installed. French doors are not permitted.
  - c. The door's exterior color must be dark brown or white. No other colors are permitted.
  - d. Only clear or low-E glass is allowed. **No grid, patterned, obscured or stained glass is permitted.**
  - e. Trim around door openings must match the unit's existing trim color.
5. **Fences & Gates**
- a. Fences, gates, and gate latches are maintained and replaced by the individual unit owner.
  - b. Modifications to fences and gates are prohibited.
  - c. Exterior fences and gates may be painted dark brown to match the unit's trim or coated with a clear sealer only at the individual unit owner's expense. All other shades of paint or stain are not permitted.
  - d. The Board of Directors must approve all new fence and gate installations.
6. **Garage Doors**
- a. Any modifications to garage doors are prohibited. The only approved garage door styles are the original wood door and a 16-panel vinyl door in almond.
  - b. Garage door openers are permitted with Board of Directors approval and approval of the neighbor in the unit located over the garages.
  - c. Maintenance of garage door hardware and openers is the responsibility of the unit owner.
  - d. Damage to garage door panels is the responsibility of the unit owner.
7. **Gutters and Downspouts**
- a. Rain gutters and downspouts may only be installed with Board of Directors approval.
  - b. Unit owners are responsible to notify the Property Manager of any needed maintenance or repairs.
8. **Landscaping**
- a. Common area landscaping is to be maintained and replaced by the Condominium Association only.
  - b. Homeowners are not to add to or alter common area landscaping without prior written approval by the Board of Directors.
9. **Lighting**
- a. Homeowner installation of lights in the common area is prohibited.
  - b. Exterior lighting fixture changes require Board of Directors approval.
  - c. Proposed new fixtures are to be compatible with the architectural design of the unit (California Contemporary).
10. **Satellite Dish**

- a. Prior to the installation of a satellite dish, the unit owner must provide written notification of his or her intent to install said antenna. The notice must include (1) a description of the dish to be installed and its size; (2) whether a mast will be used and if so its size; (3) name of the installer; (4) a description of the proposed location of the antenna including a diagram or drawing depicting the exact location.
- b. Written notification must be submitted on an Architectural Change Form provided by the Association and must be accompanied by documentation verifying that the proposed location is consistent with these guidelines.
- c. The satellite dish may not be installed on any common ground area, including the roof or building, and must be located in the least conspicuous location possible to minimize the visual impact to neighbors and the community.
- d. Wiring for the satellite dish must be inconspicuous and may not extend across the common area, including the roof.
- e. The satellite dish must be 1 meter (39.37 inches) or less in diameter.

11. **Signs**

Pursuant to the Habitat 1 Section B By-Laws no sign, notice, advertisement or device of any kind shall be placed upon any of the common elements or exposed on or at any window or other part of the units. The only exceptions being:

- a. Only one professional quality FOR RENT or FOR SALE sign measuring no larger than 48 square inches is permitted. Posted signs may be 20" x 28" or 24" x 24" and must be professional in appearance. **Hand written signs are strictly prohibited.** Signs should be placed inside the unit window but not in the common area. Signs placed in the common area will be removed without warning.
- b. A small sign indicating the presence of a security system is permitted on a small stake in the common area directly in front of the unit entrance or gate.
- d. Signs may not be attached to the building exterior, fences or garage doors.

12. **Unit Address Numbers (Garage)**

- a. Unit numbers are displayed centered over the garage door. The only approved styles are the original white reflective numbers and 4" durable reflective house number in silver.

13. **Unit Address Numbers (Entry Door)**

- a. Unit numbers are displayed vertically on the brown trim directly to the left or right of the unit entry door depending upon building configuration. The approved style is 3-1/2" x 2-7/16" self-adhesive black on gold aluminum house number.

14. **Windows**

- a. Replacement windows require an architectural request form and must be approved by the Board of Directors.

- b. Replacement window exterior may be dark brown or white.
- c. Windows may have clear or low-E glass but **no grid, patterned, obscured or stained glass is permitted.**

### **Amendments & Exceptions**

These guidelines may be amended at any time by a majority vote of the Board of Directors. It is expected that any changes to these guidelines will be primarily additive and will not involve substantial changes. However, they may be amended to reflect changed conditions or technology. The Board of Directors will conduct a periodic evaluation of the guidelines to determine if amendments are required. Unit owners may also submit requests to the Board of Directors for additions or changes to these guidelines.

Approved by: Habitat 1 Section B Condominium Association Board of Directors