



## **SYMPHONY VILLAGE AT CENTREVILLE**

# ***ARCHITECTURAL REQUIREMENTS***

**February 2019**

*(Replaces April 2016 Architectural Guidelines)*

***Symphony Village Covenants Committee***

***in partnership with***

**HOA Board of Directors *and***

**HOA Management Office**

**100 Symphony Way**

**Centreville, MD 21617**

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## INTRODUCTION

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

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

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

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

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

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

To the extent any government ordinance, building code or regulation requires a more restrictive standard than that found in these Architectural Requirements or the Declaration, the government standard shall prevail. To the extent a local ordinance is less restrictive than these Architectural Requirements, and any standard contained in, or the Declaration, these Architectural Requirements and the Declaration shall prevail. **Nothing herein shall be construed to prohibit reasonable adaptation of any House for disability use or accessibility.**

### Disclosures

The HOA's governing documents and Architectural Requirements direct the Covenants Committee to preserve the architectural integrity of the community. All exterior modifications will be individually evaluated with the architectural integrity of the community as a guide.

Factors that will be considered in the review process:

- An on-site property visit to assess scope-of-work and determine Lot size relative to the proposed modification;
- Evaluation of scale, materials, color and impact on neighboring properties;
- Meeting necessary requirements and completeness of exterior modification;
- Identification of covenants violations, if applicable; and
- Comprehensiveness of the entire scope and specifications.

Approval from the HOA does not release the applicant from or supersede any other review or requirement, in particular, local government permitting and approval.

**The HOA Board may consider a variance or compromise which could grant permission for any Exterior Modification or disapprove any exception to the Architectural Requirements.**

Homeowners must submit an Exterior Modification Form prior to starting any project for which review and approval is required. Project description should be very comprehensive. Emphasis should be placed on proper scale, materials, color and impact on neighboring properties. Approval or disapproval of any proposed exterior modification is entirely within the discretion of the Covenants Committee. Not all potential exterior modifications are explicitly set out in the Architectural Requirements. All exterior modifications require an approved Exterior Modification Form unless specifically exempted in these Architectural Requirements.

## **ARCHITECTURAL REVIEW / ARCHITECTURAL REQUIREMENTS**

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

### **Residential Property Owners**

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

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

1. The Owner shall submit an Exterior Modification Form as provided in Appendix B showing the plans for the proposed improvement as follows:
  - a) Landscape Description: For landscaping plan approval, or amendments to an approved landscaping plan, the Owner shall submit one (1) copy of the landscaping plan for the Lot, including a description of all varieties and sizes of trees and shrubs, with the location of each tree and shrub clearly delineated on the plan.
  - b) Hardscape Description: In the event the Owner desires to install any hardscape, including but not limited to brick, masonry, railroad ties, wood trim, concrete, rocks or other inert material, such items shall be clearly marked on the landscape plan and a legend shall be provided to allow the reviewer to easily determine the location and type of material.

- c) Drainage: Landscape changes shall not impact drainage. Lots have been designed and graded to provide positive drainage from the Lot and to protect environmental resources. In the event the Owner's plan proposes to alter the grade of the Lot, the location of all drainage structures and direction and slope of flow must be indicated on the plan, as prepared by a licensed engineer. Owner shall hold harmless the Association for all damage to any party caused by the alteration of the grade by the Owner's landscaping, including damage to the Owner's house. Owners will be responsible for all damage caused by any change to drainage by themselves or the Owner's hired landscapers or contractors.
- d) Permits: Owners are advised that the Town of Centreville requires certain permits, depending on the proposed change, alteration or addition. It is the Owner's responsibility to comply with permit requirements. The Owner shall provide the Covenants Committee with copies of any such required permits if the Committee so requests.

Prior to submittal of a request for a permit to be used by the Town of Centreville the Owner will obtain the approval of the Covenants Committee of any plans, changes, alterations or additions inclusive of, but not limited to, those items outlined above.

Any permit or approval issued by the Town of Centreville shall in no manner whatsoever bind the Covenants Committee with respect to approval or denial of any application for items submitted for consideration; the Covenants Committee shall be fully independent and will have full authority for approval or denial of any such matters.

- 2. The Covenants Committee will review such submittals without a hearing, based solely on the information contained within each submittal and a site review of the proposed modification if the Committee judges it necessary. Every effort will be made to respond within forty-five (45) days from the date the Exterior Modification Form was received by the Covenants Committee. The Covenants Committee's decision shall be final on all reviews.
- 3. Upon completion of review by the Covenants Committee a letter will be sent indicating the Covenants Committee's decision and in one (1) of the following three (3) forms:
  - a) Approved: The entire document submitted is approved in total; work may commence.
  - b) Approved with Contingency: The document submitted is conditionally approved. An Owner may not proceed with the work to be performed. Contingent approvals may be considered fully approved when the conditions of the contingency are met by satisfactory submittal to the HOA Management Office.
  - c) Not Approved: The entire document submitted is not approved and no work may commence.
  - d) Other: The application may be missing information, require Board review, etc.; no work may commence until the Exterior Modification Form has been approved.

### **Effect of Building Permit**

If the plans submitted by an Owner require a building permit, the approval by the Covenants Committee is not a guarantee such plans will be approved by the Town of Centreville. If the Town of Centreville requires modification to such plans, such modifications must also be approved by the Covenants Committee for the Owner to remain in compliance with these Architectural Requirements.

## **ENFORCEMENT OF INSTRUMENTS**

### **Violations**

Article IX of the Declaration describes the scope of authority of the Covenants Committee, including the review and determination of alleged violations by Owners and Residents, execution of certain remedies, and recommendations to the Board of Directors of the Association for further action.

### **Appeal of Decision**

Any Owner aggrieved by a decision of the Covenants Committee may appeal such decision. An appeal shall be considered only on the basis of the documentation originally submitted. If the appellant has modified the requested action or has new information, the appellant may re-submit the changed Exterior Modification Form to the Committee. See Appendix C: Covenants Appeal Process.

## **CHANGES TO ARCHITECTURAL REQUIREMENTS**

The Architectural Requirements may be amended as follows:

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

Any Covenants Committee recommendation to amend the Architectural Requirements will be approved by a majority of the Committee members and be forwarded to the Board of Directors for consideration.

If the Board of Directors approves the proposed amendment, it shall become an amendment to the Architectural Requirements. Such amendments shall be promptly posted on the Symphony Village Website.

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

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

The Covenants Committee shall review the Architectural Requirements in not less than five (5) year intervals and to certify to the Board that the Requirements are still valid and relevant to the community.

### **Authorizations**

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

# RESIDENTIAL

## Architectural Character

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

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

All proposed improvements to houses shall be built within the building setback lines originally established for Symphony Village with the requisite approval of the Town of Centreville as appropriate, regardless of any more lenient requirements of any local governmental authority.

All materials used in maintenance, repair, additions and alterations shall match those used by the developer as to color, composition, type, and method of attachment. The Covenants Committee may allow substitute materials if such materials are deemed by the Covenants Committee to be compatible within the theme of the community, which includes black as an alternative to the original door and shutter color. See Appendix D.

## Drainage:

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

1. Any Owner or Resident who changes the existing grading or drainage shall be liable for all costs and expenses of repairing such changes, or any costs, liabilities, damages or causes of action arising out of such changes.
2. All roofs and sump pump ejector lines shall drain to the ground solely within the deeded Lot area. Drain lines which direct roof drainage or sump pump water must be approved by the Covenants Committee and will comply with the following standards:
  - a) A drain line plan prepared by a licensed engineer with pipe sizes, discharge locations, emitters, and existing drainage patterns must be submitted with a plat plan of the property to the Covenants Committee for consideration;
  - b) Air gaps must be provided between downspouts and sump pump ejector lines and drain line extensions;
  - c) Roof drain downspouts, sump pump ejector lines, or any other surface runoff or groundwater may never be connected directly or indirectly to any public sanitary sewer or storm water system; and



- d) Replacement gutters, downspouts, and gutter covers (Gutter Guard, Gutter Helmet, or equivalent) shall match those originally installed in color and composition. See Gutter Guards and Downspouts.

## **Private Area**

Private Areas are defined as the area within an Owner's property boundary as outlined on the property plat for the Owner's exclusive use. Owners are permitted to plant and install hardscape only within a Private Area.

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

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

For (i) rear yards of all Lots, or (ii) side yards, the installation of landscaping, hardscape materials or other landscape improvements by Owners may be permitted in the applicable (i) rear yard or (ii) side yard provided plans thereof are approved in writing by the Covenants Committee prior to the installation of any landscaping, hardscape materials or other landscape improvements on any such Lot. Plans for any such installation must otherwise be in conformance with the provisions of the Covenants Requirements and contain acceptable plantings and materials.

The Covenants Committee, in its sole discretion, may consider the following criteria when reviewing a request hereunder: (i) the impact the improvements will have on views, both on and off the subject Lot; (ii) the impact the improvements will have for purposes of future maintenance of the areas affected by said improvements; and (iii) whether the improvements will enhance the overall appearance of the community. The Covenants Committee shall have the express right to specify the location of any such improvements outside the Private Area. In addition to prior approval by the Covenants Committee, each Owner proposing any such improvement outside the Private Area must first notify and obtain written signature of all Owners who own Lots which are contiguous to the Lot which is the subject of such improvements. The written acknowledgment of notification(s) of the adjacent Owners shall be made a part of the application to the Covenants Committee for such improvements.

## **Landscape Requirements and Guidelines**

The Association shall be responsible for the regular maintenance and upkeep of all lawns installed on all Lots. Such upkeep shall include regular periodic mowing and fertilizing of lawns, annual spring mulching of front landscape beds and periodic (as determined by the Board) leaf removal (excluding, however, leaf removal in natural and/or undisturbed areas of any Lot), and maintenance and upkeep of irrigation systems (front and side yards only). The Association shall not have any obligation to water lawns or landscaping in the backyards of Lots or landscaping on a Lot and the same shall be the responsibility of the Owner. The upkeep required on a Lot shall specifically exclude the upkeep of any house and other improvements constructed on a Lot. Each Owner shall keep their Lots clear of furniture and other personal property so as to facilitate mowing of lawns and any other activity of the Association permitted pursuant to the Declaration. Any additional expense incurred by the

Association as a result of the failure of an Owner to abide by these provisions shall be paid by such Owner and shall be subject to an assessment for such costs.

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

## **Plantings**

1. **Prohibited Plantings** in Symphony Village will follow the Maryland Dept. of Agriculture invasive-plant-list: [http://mda.maryland.gov/plants-pests/Pages/maryland\\_invasive\\_plants\\_prevention\\_and\\_control.aspx](http://mda.maryland.gov/plants-pests/Pages/maryland_invasive_plants_prevention_and_control.aspx)
2. **Prohibited Trees, Ornamentals and Shrubs** are listed on the Symphony Village Website within the Landscape and Irrigation topic at: <https://symphonyvillage.net/landscape-irrigation-and-trees/>.
3. **Approved/Recommended Plantings** including trees, shrubs and natives perennials are on the Symphony Village Website within the Landscaping and Irrigation section: <https://symphonyvillage.net/landscape-irrigation-and-trees/>. Plantings of trees, shrubs, ground covers, perennials, grasses and vines shall take into account future growth, be at a reasonable distance from foundation walls and be maintained.
4. **Annual and Perennial** individual plantings (plants with little or no woody growth) do not require the approval of the Covenants Committee when planted within existing garden beds. Completion of a Ground Installation Form is not required for an existing or HOA previously approved garden bed. Homeowner shall be responsible for all maintenance of individual plantings and planting beds. All planting beds, flowers, bushes, vines and trees planted by the Homeowner shall be maintained in a manner to conform to the overall design and landscape architecture of the community at the expense of each individual Homeowner. The Association shall not be responsible for any plantings installed by individual Homeowners that are damaged by normal maintenance of the yard by the Association or its designee. Vegetable or fruit plants, trees or vines cannot be planted in the planting beds in front yards or kept in containers in front yards. However, vegetable or fruit plants, trees or vines can be planted in the planting beds in backyards or in containers that are kept on back patios or decks. Vegetable or fruit plants or vines cannot be visible from the street.
5. **Private Area Ground Surface** shall be covered with approved living or inert materials. Where turf is used within the Private Area, sod is recommended with no more than a twenty percent (20%) mixture of perennial rye or fescue added to the blend. Stone or gravel mulch must be approved by the Covenants Committee prior to installation. Groundcover or inert material shall not be used to spell out names, nicknames, names of states, city athletic teams, slogans, states emblems, geometric patterns or any other communication. Stones or pavers shall not be used as a bed-edging material without approval and are not permitted on turf areas. The Covenants Committee reserves the right to limit the number of stones or boulders used as decoration in a landscape.
6. **Concrete & Asphalt** use in front and street side of Private Areas will not be allowed. The Covenants Committee may approve brick or paver walkways on either or both sides of standard driveways under the following conditions: the Homeowner must submit an Exterior Modification Form and a Ground Installation Form for relocation of any sprinkler system components in the area indicated for the walkway.

7. **Utility Boxes** in the front yard easements -- residents must complete an Exterior Modification Form for Covenants Committee approval. This project may be completed with the understanding that, when access to this area by utility companies is necessary, plantings and mulch may need to be removed. When utility repairs are completed replacement of the plantings and mulch will be the responsibility of the Homeowner. Maintenance of the plantings and mulching is also the responsibility of the Homeowner.

**Miss Utility -- Must be contacted prior to starting the project and the resident must complete a Ground Installation Form so the area will be marked to avoid damage to existing wiring.**

## **Garden Ornaments**

Garden Ornaments (fountains, statues and artifacts) are integral parts of a landscape architectural design and must be submitted for approval. Drawings must be provided to the Covenants Committee which clearly show the location, size and materials planned for these features. In addition, a photograph of the house and the relationship of the feature to the existing or proposed landscape must accompany the submittal.

1. **Fountains:** Approval is needed for all fountains. Fountains shall be installed in existing beds, patios or porches and be limited to a height of four feet (4') above the natural grade of the Lot. Any fountain shall be compatible with the overall architectural theme of Symphony Village. Design of the fountain should discourage creation of stagnant pools of water.

2. **Statues and Artifacts:** Yard decorative components such as statues and artifacts shall be limited to six (6) with a height not to exceed four feet (4') above the natural grade of the Lot; and, shall also be limited to existing beds and patios or porches. No decorative components shall be placed outside of landscaped beds. Statues and artifacts will be allowed in the Private Area of the Lot if they meet the following criteria:

(a) Seasonal statues, artifacts, lighting and other decorative landscaping items may be allowed within thirty (30) days prior to and twelve (12) days after a holiday season, which period may be extended by the Covenants Committee, in its sole discretion due to extreme weather conditions and during such extended period lighting may not be illuminated. Statues and artifacts will be allowed specifically as provided for in these Architectural Requirements, approval is required.

(b) The Covenants Committee reserves the right to limit the number of statues and artifacts in the Private Area. The Association shall not be responsible for repair to any statue or artifact in the Private Area that is damaged by normal maintenance of the yard by the Association or its designee;

(c) The Covenants Committee reserves the right to require screening of statues, artifacts, and flags from neighboring Lots or the street.

## **Bird Houses and Bird Feeders**

Bird houses and bird feeders are permitted only in the Private Area in the rear of the Homeowner's Lot. Bird houses and/or bird feeders must be located in garden beds only. No bird houses or bird feeders are permitted in the front of the house.

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

When performing exterior modifications in or around the sprinkler system (such as installing pavers on the side of driveways or planting in existing gardens or establishing new gardens), it is **mandatory that in addition to**

**submitting an Exterior Modification Form to the Covenants Committee, an Owner will also submit a Ground Installation Form to show a review of the existing irrigation system has been done and any necessary move or cap will be performed to affected irrigation heads.** Only the current irrigation contractor can knowledgeable do this work because they maintain the system and changes made by a random contractor could affect other houses adversely. The HOA Management Office will make an appointment with the current irrigation contractor and the Homeowner bears the expense of the work. This is particularly important when installing a permanent generator which requires a new gas line to be installed.

### **Irrigation Systems in Rear Yards**

A rear yard irrigation system may be approved under the following conditions:

- An approved Exterior Modification Form must precede any activity on any such project;
- The Homeowner must complete a Ground Installation Form that will initiate contact with Miss Utility to determine the presence and position of any underground utilities in the impacted area. The Form will also initiate contact with the HOA irrigation contractor to “flag” existing community irrigation piping.
- Any proposed sprinkler must be attached to the Homeowner’s metered Town water system, or operate from the house’s existing outside faucet. Because these systems place demand on the Town water supply, the Homeowner or contractor must apply for a building permit from the Town of Centreville;
- Verification of all of the above must be presented to the Covenants Committee before construction begins;
- Homeowner absolves the Association of all responsibility regarding issues related to the installation, operation and maintenance of a sprinkler system installed under this provision.

### **Storm Doors**

Storm doors are subject to approval. Full view or split screen doors are permitted. Storm doors must be white or painted to match the front door. Permanent screen doors are not permitted. Pet guards shall match the color of the storm door.

### **Landscape and Decorative Outdoor Lighting**

With the approval of the Covenants Committee:

- ✓ Decorative lighting is permitted within the front and rear landscaping beds of residential Lots only.
- ✓ Fixtures shall not constitute a nuisance or hazard to any Owner or neighboring Resident.
- ✓ A lighting plan shall be submitted to the Covenants Committee for review and approval. The submittal shall include a diagram showing the location of existing landscaping and hard surfaces. Lights shall not exceed twelve inches (12”) in height.
- ✓ Junction boxes shall be placed in the landscape beds or be otherwise screened to minimize their visibility.
- ✓ Exterior light fixtures including spotlights, floodlights, lantern lights, and stair lights shall conform to the architecture of the house. Enclosures of light fixtures shall be designed to conceal or enclose the lamp bulb. No lighting shall be permitted that constitutes a nuisance or hazard, including seasonal lighting.

- ✓ Yellow insect light bulb fixtures are permitted in the patio area without requiring approval from the Covenants Committee.
- ✓ Lamp post style light fixtures shall not exceed a height of six feet (6') from finished grade. Post-mounted light fixtures shall conform to the architectural character of the house.

### **Seasonal Lighting**

Seasonal lighting is permitted for illumination within a thirty-day (30) period prior to and twelve (12) day period after the holiday season. Seasonal lights may be installed between November 15 and January 15, but will only be illuminated as stated above. Should extreme weather conditions become a factor in removal of seasonal lighting within the designated time frame, the Covenants Committee or HOA Management, in its sole discretion, may grant an extension of the allowable period of removal. Seasonal lighting and electrical cords shall be located so as to respect driveway snow plowing operations and sidewalk snow removal operations. Cords shall never be located over public sidewalks.

### **House Maintenance**

Symphony Village Homeowners are responsible for the maintenance on the exterior structure of their houses. This includes the cleaning and painting of doors, shutters, door frames, trim, foundations, dormer windows including the glass and includes maintenance of the siding/brick/stone on the exterior of the house as well as patios, lights and house number plaques. Exterior maintenance is subject to periodic inspection by the HOA. If a Homeowner wishes to change the color of their door and/or shutters, they must submit an Exterior Modification Form.

### **Front Entry Door**

A new front entry door for houses in Symphony Village should be respectful of the traditional nature of the design of the community.

#### Acceptable Door Modifications:

- The style will be traditional.
- Window/windows panels will be allowed in the door, sidelights are also permitted.
- Clear, frosted or textured glass may be used in the door window (textured glass may be known as rain glass, granite glass, water glass, etc.)
- The door will be painted the same color as the door and shutters presently on the house.

An Exterior Modification Form must be presented to the Covenants Committee for approval before installation of the door.

#### Unacceptable Door Modifications:

- A door having window/windows with colored glass.
- A door having wrought iron or material resembling wrought iron on the glass window.
- Designs not consistent with the architectural design of the community.

**Security Bars/Grills:** Security bars and grills are prohibited.

## **Flags**

USA, State and Military: There shall be no stand-alone flagpoles allowed on Residential Lots in Symphony Village. Two (2) flag mounts may be attached to the eave of the house, or to the face of the residential structure, if the mount is secured to a wooden stud or anchored in masonry. A maximum of two (2) flags may be installed at any one residence. No part of the United States flag will extend six (6') feet beyond any eave. Daytime display of the United States flag is from sunrise to sunset only. The United States flag may be displayed 24 hours a day if properly illuminated at night provided the lights do not disturb other Homeowners in the area. Flying the US flag should follow the US flag code (<http://www.usflag.org/uscode36.html>).

Ornamental: There shall be no stand-alone flagpoles allowed on Residential Lots in Symphony Village. Two (2) flag mounts may be attached to the eave of the house, or to the face of the residential structure, if the mount is secured to a wooden stud or anchored in masonry. A max of two (2) flags may be installed at any one residence

## **Structural Changes**

No Owner will be permitted to make any exterior structural additions, alterations or improvements to their house without the prior written approval of the Covenants Committee. Nor may any Owner impair any easement without the prior written consent of the Covenants Committee subject to the right of appeal to the Board and as provided in the Bylaws. **Nothing herein shall be construed to prohibit reasonable adaptation of any House for disability use or accessibility if an owner physically requires such.**

## **Fences**

A fence is a barrier around the perimeter of a Lot or other portion of the property to create a boundary or to prevent people or animals from going out or coming in. No freestanding fenced areas are permitted.

## **Invisible Fences**

No fences shall be permitted on any Lot. This provision shall not preclude an Owner from installing an "invisible" pet fence. Invisible pet fences will be restricted to the Private Area rear yard and may not cross property lines or common areas. All wiring must be buried no less than six inches (6") inside the plat line. No alterations of the yard grade shall be permitted from the installation of such system. Owners will be responsible for any damage to the irrigation system caused by installation of an "invisible" pet fence. The Association shall not be responsible for repair to any system damaged by normal maintenance of the yard by the Association or its designee. Regardless of the method of restraint used, pet owners are responsible for assuring their pets do not run free. Pet owners are liable for any damage to persons or property caused by their pets. Further pet requirements are located in the HOA Terms of Reference.

## **Ramps and Handrails for the Disabled**

Any handrail to provide stability and support may extend from the existing house. It must be constructed in such a manner as to meet local and national building codes. Nothing herein shall be construed to prohibit reasonable

adaptation of any House for disability use or accessibility if an Owner physically requires such. Permits may be required by the Town of Centreville for the construction of external ramps and handrailings.

### **Awnings**

Awnings will only be installed over patios and/or decks in the rear of the house. The maximum width of any proposed awning is not to exceed the width of the house. There is a sample book of acceptable awning colors and patterns at the HOA Management Office. An Exterior Modification Form is required and must include the following:

- A sample of the material and color of the awning to be installed;
- Contractor/installer's information; and
- Product literature.

Approval for awnings is made by the HOA Management Office.

**Solar Photovoltaic System Equipment & Installation:** See Appendix F for approval process and installation requirements.

### **Satellite Dishes**

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

Antenna, satellite dishes or other devices are to be placed where they are not visible from the street as long as the placement does not prevent reception of an acceptable quality signal as attested by the installation company's representative.

### **Lawn Furniture, Garden Equipment and Play Equipment**

Lawn furniture must be stored nightly within the Private (patio) Area and shall not be left on other portions of the Lot so as to impede mowing and maintenance activities.

Children's swing sets and other non-portable play sets are not permitted on Private Areas.

Garden equipment, including but not limited to sprinklers, wheelbarrows, carts, and gardening tools shall be stored when not in use. Storage shall not be visible from the street.

Garden hoses should be stored neatly close to the outside water spigot, preferably in a container or reel.

### **Trash and Recycling Containers**

All trash containers shall be covered containers and be stored in the garage of each house. Trash and recycling containers will be left out for collection at dusk on the day prior to collection and must be removed from the curb side by dusk on the day of collection.

**Yard Waste:** Yard waste shall not be placed curbside more than 72 hours prior to the scheduled pick up.

## Signage

Unless restricted by the Town of Centreville, the following will apply to all properties within Symphony Village:

- **Realtor:** No more than one (1) "For Sale" or "Rent" signs shall be allowed to be placed on any individual Lot within the community. Such sign shall be located wholly within the Lot being advertised "for sale" or "for rent." The sign shall be of conforming size, having a combined total face area of not more than four (4) square feet with no more than two (2) "tack on" identifiers that include name, phone number, etc. Temporary signs must be placed on the Homeowner's Lot. Permanent signs are not allowed. The sign must be removed within two (2) working days following the closing of the property, or the termination of the listing agreement. "Open House" directional signs which give directions to a house which is for sale or for rent to which the public is invited for a walk-in inspection are to be removed after the open house.
- **Security/alarm:** notification signs shall be limited to placards provided by the alarm company not to exceed five by seven inches (5" x 7") in size.
- **House Number:** No more than one house number plaque shall be allowed and will be placed at the original house number location. It may be no larger than 16" wide and 10" high and/or conform to the size of the existing house number. Corner houses may have two house number plaques but each must be consistent with the developer's original size and type.
- **Political Signs:** In accordance with the Symphony Village Bylaws, political signs, including endorsement signs, shall comply with federal, state and local laws.
- **Community Events:** Symphony Village sponsored event signs shall be displayed no more than five (5) days prior to the date of an event and must be removed the morning following the event.
- **No other signs:** are permitted on any property within Symphony Village.

**Swimming Pools & Spas:** No swimming pools, hot tubs, spas or fish ponds will be placed on any Lot.

## Barbecues/Grills and Fire Pits

Built-in barbecue units or grills shall be for cooking only and must be located within the rear yard Private Area. Location must be carefully planned to minimize smoke, odors, or fire hazards affecting neighboring properties. All barbecues, charcoal grills and fire pits must be used at least ten feet (10') from any wall of the residence per the Maryland State Fire Prevention Code. All outdoor fires must be propane only.

**No Wood Burning: No wood burning is permitted within the Symphony Village community.**

## Decks

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

No extensions or modifications of decks as constructed by the builder shall be permitted without prior written approval of the Covenants Committee. No extension or modification shall be approved if it is determined to have a material adverse impact upon neighboring properties and/or the community. The size of decks shall be



determined by the available space per Lot, within the Private Area. The Covenants Committee reserves the right to limit the size and location of decks.

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

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

### **Patios**

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

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

### **Deck and Patio Submission Requirements**

- A plat plan showing the house, property lines, easements, railing, and location of the proposed decking or patio.
- A plan to scale, showing the house and the proposed patio, dimensions, and an indication of type of materials to be used.
- Detailed construction drawings.
- A landscape plan in accordance with "Landscape Requirements and Guidelines" and "Exterior Modification and Disturbance to Irrigation sections of the Architectural Requirements."
- Contractor information.

### **Arbors and Trellises**

Arbors will be placed in Private Area rear yard only. No more than two (2) can be installed. Trellises may be placed in the front garden. A trellis may be placed by the lantern but is to be no more than fifty-nine inches (59") in height. It should not reach above the globe of the lantern. The number of trellises in the front yard area is limited to two (2). All requests must be submitted to the Covenants Committee using an Exterior Modification Form.

### **Pergolas**

Pergolas will be installed on the patio of the Private Area rear yard only. See Appendix I for details.

## **Decorative Edging**

Decorative edging or other border low to the ground around the front and side gardens will be no higher than six inches (6"). Decorative edging around the patio area will not exceed 12 inches in height and may not impede landscaping/mowing. Material should be metal, stone, pavers or PVC material.

## **Gutter Guards and Downspouts**

The installation of flat gutter leaf covers similar to Sheerflow Gutter Filter, Gutter World, Leaf Guard Plus , Leafilter Gutter Cover, GutterTop , Waterfall, (or equivalent) will require an application. Color shall only be white to match the existing gutters.

The installation of raised gutter covers; up to a maximum of one (1) inch above existing gutters like Gutter Helmet, (Hart and Cooley) will require an Exterior Modification Form. Gutter Guard is sold as an entire gutter system that requires the replacement of the existing aluminum gutters with their gutter. Then, their gutter cover is attached. This gutter system must be purchased and installed with a white gutter and a gray gutter cover and will require an Exterior Modification Form.

All gutters are to be white. All flat gutter covers are to be white. All raised gutter covers, as reference above, are to be gray. Other styles or colors are subject to approval by the Covenants Committee.

## **Skylights and Solar Tubes**

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

## **Attic Fans**

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

- Applications for approval must include (at a minimum): Plat plan indicating location of proposed improvement;
- Contractor information;
- Materials description, including model and/or color numbers;
- Complete product literature; and
- Drawings, including fan dimensions.

## **Screened Porches**

Screened porches will be allowed. For information please refer to Appendix E and the Manual at the HOA Management Office.

## **Solar Clothes Drying**

Outdoor clothes drying may be done using a temporary, freestanding, drying rack not to exceed 4 feet in height and set up on the rear patio only. Unit must be removed when not in use and daily.

## **Prohibited Structures**

Pursuant to the Declaration and/or these Architectural Requirements, the following structures shall be prohibited from use in Symphony Village:

- Visible fences
- Stand-alone flagpoles
- Storage buildings or sheds
- Compost bins
- Tents of a permanent nature
- Swimming pools, spas, hot tubs, fish ponds
- Dog houses and kennels
- Accessory buildings, including gazebos, greenhouses and guest houses
- Individual air conditioning units extending from windows
- Permanent children's play equipment

## **Propane Tanks**

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

## **Permanent Generators**

Any generator installed by the Homeowner will follow these guidelines:

- Must be "ultra quiet." The acceptable decibel level must be 64 to 66 decibels, not to exceed 70 decibels (60-70 decibels is considered to be the level of normal conversation) or to current industry standards.
- Generator must run on propane fuel; but, the Covenants Committee will consider other fuel sources.
- Anti-vibration or vibration dampening installation methods must be employed.
- Generator must be installed on the same side of the house as the heat pumps.
- Must not interfere with the irrigation system. Any damage to the irrigation during the installation process is the responsibility of the Homeowner.
- An Exterior Modification Form must be submitted to the Covenants Committee for approval. When submitting an Exterior Modification Form Homeowners must include specifications of model to be installed showing decibel level, anti-vibration installation methods, approved Builder's permit, location of propane gas line, etc.

## **Generator Requirements**

- a. Existing site/plat plan showing the house, property lines, easements, any accessory structures, railing, decking, and the location of the proposed generator.
- b. A plan to scale, showing the house and the proposed location of the generator. Generators must be at least 36 inches from existing walls and a minimum of 5 feet from any operating window according to NFPA 37 Section 4.1.4.
- c. An Architectural Requirements Ground Installation Form to prevent negative impact to existing HOA irrigation and possible other underground infrastructure.
- d. Contractor information.
- e. Copy of electrical/gas installation permit. Upon completion of installation, Homeowner will provide the Covenants Committee a copy of the final inspection of the generator installation.

## **APPENDIX A: Residential Area Building Setbacks**

The building setbacks described on the attached pages are applicable to detached single-family houses in Symphony Village and recognized by the Covenants Committee. Notwithstanding any other provision of law, all building setbacks must meet the requirement set forth on the attached as applicable to the specific Lot.

### **Community Association Common Areas**

The non-residential areas of Symphony Village will be the Common Area as defined in the Declaration of Covenants, Conditions and Restrictions for Symphony Village at Centreville; Article 1 General Provisions.

### **Disclosures**

The HOA's governing documents and Architectural Requirements direct the Covenants Committee to preserve the architectural integrity of the community. All Exterior Modifications will be individually evaluated with the architectural integrity of the community as a guide. Factors that will be considered in the review process:

- An on-site property visit to assess scope-of-work and determine Lot size relative to the proposed modification;
- Evaluation of scale, materials, color and impact on neighboring properties;
- Meeting necessary requirements and completeness of Exterior Modification;
- Identification of covenants violations, if applicable; and
- Comprehensiveness of the entire scope and specifications.

Approval from the HOA does not release the applicant from or supersede any other review or requirement, in particular local government permitting and approval.

The HOA Board may consider a variance or compromise which could grant permission for any Exterior Modification or disapprove any exception to the rules.

### **Accuracy of Information**

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

## APPENDIX B: EXTERIOR MODIFICATION PROCESS

### Instructions for completing an Exterior Modification Form:

1. Complete all sections and attach required (inclusive of plat) and pertinent information and drawings to avoid delay in processing the Form.
2. Any changes to the scope-of-work by the contractor completing the work requires resubmission of the Form.
3. In accordance with the Declaration of Covenants, Conditions, and Restrictions, the Covenants Committee shall act on all matters promptly within forty-five (45) days. Work shall not begin until the Homeowner receives written approval from the Covenants Committee.
4. Any questions regarding the Form should be directed to the HOA Management Office.

Phone: 410-758-8500

Email: gm@symphonyvillagehoa.com

5. **All applications must be received a minimum of one week prior to the Covenants Committee monthly meeting, to be considered at that meeting.**
6. **Member or members of the Covenants Committee will contact the Homeowner to schedule a site visit to review the project proposed by the Exterior Modification Form.**
7. Final inspections by the Covenants Committee are required after completion of an exterior modification. Please contact the HOA Management Office upon completion.
8. **Important:** Exterior modification(s) approved must be completed nine (9) months after approval. If not, an additional Exterior Modification Form must be submitted by the resident
9. Return the completed Exterior Modification Form and attachments to:  
Symphony Village at Centreville Homeowners Association, Inc.  
Attention: HOA Management Office  
100 Symphony Way  
Centreville, MD 21617

**Symphony Village At Centreville Exterior Modification Form**

**For Symphony Village Homeowners Association (HOA) Only**

Date Received: \_\_\_\_\_  
Log #: \_\_\_\_\_

Covenants Member Assigned (*please print*): \_\_\_\_\_

**Resident Information**

Homeowner Name (*please print*): \_\_\_\_\_

Day Phone #: \_\_\_\_\_

Evening Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address (*if different from above*): \_\_\_\_\_

**Reason for submittal:**

- New Work     Resale     House Inspection Letter     Resubmittal     Already Completed     Other

**Proposed Exterior Modification**

- Awning
- Color/Material Change
- Deck
- Doors – Replacement/Storm/Garage
- Irrigation on private property
- Landscaping/Hardscape/Vegetable Garden
- Lighting
- Patio
- Pergola
- Roof replacement
- Solar Photovoltaic System
- Window
- Other: \_\_\_\_\_

Project Description:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Required Attachments**

Please include the following attachments, if applicable:

- **Property Plat:** please mark to scale location of proposed project on property plat;
- **Photos:** to show location and proposed improvement;
- **Deck requests:** include a sketched elevation view (from back and sides), plan view (from roof) and rail type and size;
- **Material description:** for architectural and landscape projects;
- **Ground installation:** if the project requires breaking ground a **Ground Installation Form** is required to ensure existing infrastructure will not be impacted (irrigation and Miss Utility included);
- **Samples/brochures:** to describe materials, including a paint chip for change of color;
- **Scaled drawings:** including all elevations. Must show finished project with measurements (height, length, width), if applicable;
- **Additional attachments:** other attachments as determined by the Covenants Committee to enable a full understanding of the proposed project.

### Contractor Information

Contractor Name: \_\_\_\_\_  
Work Schedule (anticipated) / Start Date: \_\_\_\_\_ / Completion Date: \_\_\_\_\_

**Please Note:** All change(s) to the scope-of-work (location, materials, etc.) will require resubmission and approval of the Exterior Modification Form. If the proposed project is a ground installation, a **Ground Installation Form** is required; **Please share the contents of that form with your Contractor.**

### Homeowner Acknowledgement

As the property owner submitting this application, I understand and agree to the following:

- I have complied, to the best of my knowledge, to the Symphony Village *Covenants Requirements* and no work will be initiated on this Exterior Modification Form until written approval from HOA Management is received.
- I understand, should the Covenants Committee deny my request for modification, there is a published appeal process that may be followed.
- I agree to comply with any and all Town of Centreville building codes and permits as required.
- I agree to contact the Symphony Village HOA General Manager to coordinate an on-site review for completion of a Covenants Requirement **Ground Installation Form**, if applicable.
- I agree to obtain at least two adjacent neighbors' signatures to notify them of this application; those signatures are on page 3 of this application.
- I agree to allow Covenants Committee members to inspect my property, as necessary, for this proposed project.
- I agree to complete this Exterior Modification project according to its approved plans and schedule: commencement within three (3) months; completion within nine (9) months of approval by HOA Management.

Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Thank you for your attention and compliance to the HOA Symphony Village Architectural Requirements.*

### Adjacent Property Owner Signatures

As the adjacent property owner, I have read the proposed exterior modification (page 1 of this Exterior Modification Form) and have been duly notified of this request. One name per household.

#### Adjacent Property Owner 1:

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Property Address: \_\_\_\_\_ Date: \_\_\_\_\_

#### Adjacent Property Owner 2:

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Property Address: \_\_\_\_\_ Date: \_\_\_\_\_



**Approval Process**

*Exterior Modification Forms may be submitted any time. However, for a review they are required one week prior to the Covenants Committee's monthly meeting for consideration at the next scheduled meeting.*

The Covenants Committee meets monthly at which time all *completed and timely submitted* applications are voted upon. A Covenants Committee response will be made within forty-five (45) days from date of receipt of the Exterior Modification Form by the Committee. Those decisions will be given to the HOA GM, who will send a decision letter to the homeowner.

**IMPORTANT:** No Exterior Modification shall commence without prior written approval from the Symphony Village HOA Management. Exterior Modifications that commence without approval first will be removed at the Homeowner's expense.

**Questions?**

Symphony Village Management: 410-758-8500  
Symphony Village **Covenants Requirements** Website: [symphonyvillage.net](http://symphonyvillage.net); Governance

***Please return the completed Exterior Modification Form and attachments to:***  
Symphony Village at Centreville Homeowners Association, Inc.  
Attention: HOA Management Office  
100 Symphony Way  
Centreville, MD 21617

**Covenants Committee Use / Decision**

Decision Date: \_\_\_\_\_

- |  |  |
|--|--|
| <input type="checkbox"/> Approved                    | <input type="checkbox"/> Ground Inspection Form Required |
| <input type="checkbox"/> Approved With Contingencies | <input type="checkbox"/> Additional Information Required |
| <input type="checkbox"/> Tabled                      | <input type="checkbox"/> Other                           |
| <input type="checkbox"/> Disapproved                 |  |

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Covenants Committee Chair (*please print*): \_\_\_\_\_

Covenants Committee Chair Signature: \_\_\_\_\_

General Manager Signature, when applicable: \_\_\_\_\_

*Revised 03/06/2020*

## **APPENDIX C: COVENANTS APPEAL PROCESS**

### **(Filing an Appeal)**

#### **Appealing Parties**

- A party who requested approval of an Exterior Modification Form or other accommodation for his or her property or who has other matters before the Committee and considers himself or herself to have been harmed by the decision of the Covenants Committee, has standing to file an appeal to the Chair of the Committee.
- A party, not the originator of an Exterior Modification Form or other accommodation, who considers himself or herself to have been directly harmed by a decision of the Committee has standing to file an appeal to the Chair of the Committee.
- Only parties with standing may appeal.
- Costs of the appeal shall be borne by the appealing party.

#### **Time Constraints**

The appeal shall be filed within thirty (30) days of the date of publication/notification of the Committee's decision on any Exterior Modification Form, or other matter, or the receipt of written notice of the Committee's action by the appealing party, whichever first occurs. Appeals not filed in a timely manner will not be considered.

Failure to seek timely appeal will be deemed a waiver of the right to an appeal, in which event the original decision of the Committee shall be upheld. Any other action, including assessment of costs and/or penalties shall stand and be enforceable.

#### **Appeal Submittal**

Appeals shall be addressed to the Chair, Covenants Committee, and delivered to the HOA Management Office for forwarding to the Chair.

The Chair may render a decision favorable to the appealing party with no hearing required with majority approval of the Committee. Prompt notice shall be sent to the party(s) of the Chair's decision.

The Chair may decide to form an Appeals Committee to hear the appeal. At least one member of the Appeals Committee shall be a Covenants Committee member. The Chair of the Appeals Committee will set a date for the appeal hearing and shall send notice of this appeal hearing date to the party(s) at least fourteen (14) days prior to the date of the hearing by prepaid U. S. Certified Mail, Return Receipt Requested.

If written request is made before the date given by the Covenants Committee member to correct any violation, then the enforcement of the plan of action and/or penalty for the infraction will be suspended until after the appeal hearing.

#### **Form of Appeal**

The written appeal shall include:

- 1) At the minimum, the name and address of the appealing party; numbered identification of the Exterior Modification Form; or, if other issue, the document date and type specifying the Committee action that is the subject of the appeal.
- 2) A statement of reason for the appeal, together with supporting evidence, documents, and exhibits to substantiate the reason for the appeal.
- 3) Recommendation of desired outcome as a resolution for the disputed action.

### **Appeal Hearing Procedure**

- The appeal hearing will be conducted before the Covenants or Appeals Committee.
- The record of the Covenants Committee's decision will be presented to all parties in the meeting.
- The appealing party will state his or her position, and distribute the relevant documentation to the Committee. Arguments or documents not filed in the initial appeal will not be accepted at the appeals hearing. Such new information or documentation, considered by the Committee Chair to be relevant, may then be considered separately and the hearing suspended to another time to be determined later.
- Covenants Committee Chair, Vice-Chair, or designated Covenants representative(s) will make a presentation.
- Questions by the Covenants Committee members may be directed to Covenants members present, or to the appealing party, or any other person present. The Covenants Committee may receive evidence in writing and verbally. All parties may be represented by counsel during these proceedings if advance notice is given to the Covenants Committee Chair.

### **Covenants Committee Appeal Decision**

The Covenants Committee, sitting as the Appeals Committee, may act on the appeal by:

- Sustaining the action taken by the Covenants Committee;
- Modifying the plan of action and/or penalties;
- Rejecting in whole the plan of action or penalties; provided, however, the Covenants Committee may not increase the amount of any proposed penalties;
- The decision of the Appeal (Covenants) Committee will be made by a majority vote of the members present;
- If the decision of the Appeal (Covenants Committee) is to uphold the penalties for any violation, the Covenants Committee will advise the appealing party of a new date to have the violation corrected and this date will allow at least seven (7) days and not more than fifteen (15) days (unless extraordinary circumstances exist) after the decision for compliance; and
- Verification any violation has been corrected and/or the penalty has been enforced will be the responsibility of the Covenants Committee Chair.

## **Appeal of Covenants / Appeal Committee's Decision**

If filed in writing with the General Manager within ten (10) days of the date the Committee hearing the appeal has rendered its decision, any aggrieved party with standing who has just cause, may make a further appeal to the Board of Directors. Such request must state just cause for requesting such further appeal. The Board will review the request and decide if an additional hearing is warranted. If the Board determines that just cause for the further appeal has not been shown, it will notify the appealing party promptly that the decision stands. If a hearing is granted, the Board will schedule the date and time and inform the Party(s). A member of the Covenants Committee will be asked to attend the hearing. No new materials or documentation will be submitted by the appellant. Any such new information or documentation, if considered by the Board to be relevant, will be given to the Covenants Committee to review; the appeal hearing will be deferred to another time to be determined later. A decision of the Board will be sent U.S. Certified Mail - Return Receipt Requested to the appealing Party(s) within 15 days of the hearing. Receipts will be retained in the appeal file.

## APPENDIX D: APPROVED EXTERIOR PAINT COLORS

A *Paint Color Binder* containing approved exterior paint colors for Symphony Village is available in the HOA Management Office. Included in the *Paint Color Binder* are paint samples from three companies – Ace Hardware (Price Gannon), Sherwin Williams and Benjamin Moore. The *Paint Color Binder* must remain with the HOA Management Office. Samples cannot be removed from the *Binder*.

To keep the integrity of the community, Homeowners are required to repaint the front door and shutters with the original paint color scheme. Homeowners are permitted to change the front door and shutters to true black. For regular maintenance, repainting with true black or with the same color scheme as the original and as selected from the *Paint Color Binder*, an Exterior Modification Form is not required. Exterior house trim and window trim will remain white.

If a Homeowner decides to change the original color scheme on the front door and/or the shutters, the new color choice must be selected from the *Paint Color Binder* only. The new color scheme choice must not be the same color as adjacent neighbors' color schemes.

Changing the color scheme requires an Exterior Modification Form which must be completed and submitted to the Covenants Committee for approval.

- The new color choice selected from the Paint Color Binder must be included in the Exterior Modification Form, citing color name, number, and paint company as noted in the *Paint Color Binder*.
- A paint chip sample from the paint company chosen must be included with your Exterior Modification Form. Do not remove the color sample from the *Paint Color Binder*.
- If your new paint color is a brand of paint different from those in the *Paint Color Binder*, it needs to match the approved color in the *Paint Color Binder*. Note this information on your Exterior Modification Form.

**Note: No color changes may be made without prior written approval from the Covenants Committee.**

## APPENDIX E: Screened Porches

Screened porches may be added to the rear of certain model houses depending upon the original options purchased with the house. Before a Homeowner and/or potential contractor invests any time, money and permits, in such a project, they will meet with the Covenants Committee to review Association specifications to determine if their model will accept a screened porch. Homeowners may make a preliminary assessment of this by referring to Appendix G of the Architectural Requirements. The Homeowner/contractor should schedule a meeting in advance and bring a copy of the plat for the house to the meeting. If the house meets the specifications set forth in this policy, the Homeowner will submit an Exterior Modification Form to the HOA Management Office for consideration by the Covenants Committee.

In general, all screened porches must meet the following criteria:

1. Screened porches are considered structures and require a building permit from the Town of Centreville. There is a fee associated with building permit, so the Covenants Committee and Board agree to review the balance of the Homeowner's application before requiring an application for the permit. A copy of the permit must be presented to the HOA Management Office before beginning construction.
2. While details of the construction must meet Town of Centreville standards, the following are minimum standards required by the Association:
  - a. Porches will only be built onto the end of houses.
  - b. All screened porches must be ten (10') feet deep, overall, from the foundation of the original structure. This is the standard depth of builder-offered "bump-outs" and screened porches. There is one exception to the depth, having to do with houses on the perimeter of the community and having walk-out basements. The Covenants Committee may approve porches of different depths wherein the porch may conform to the dimensions of an existing deck, as long as the porch otherwise meets the policy and is fully within the Building Restriction Line.
  - c. Screened porches will be built on either concrete slabs, like the original house, or on a deck built of pressure-treated or low maintenance material such as Trex, PVC, etc. Town of Centreville specifications require footing and foundation below the frost line for slab construction and footings below frost line for piers or pilings for deck construction. Homeowners opting for the deck option must meet the construction requirements set forth in the Decks section of the Architectural Requirements.
  - d. All design and construction specifications must equal those of the original house construction, including, but not limited to, siding type and color, roof shingle type and color (available in Homeowner purchase documents), and foundation paint grade and color, where applicable. All material used in the construction of the screened porch shall be of low maintenance material and shall carry a standard manufacturer's warranty for materials of low maintenance.
  - e. A gabled roof addition must have a roofline that matches the original construction. A shed roof addition must have a 4 in 12 roof pitch.

- f. The Homeowner must establish in writing their contractor will return to original condition all planted areas disturbed as a result of this construction.
- g. The Homeowner shall be responsible for completion of the Ground Installation Form and for coordination with the irrigation maintenance contractor to ensure no disruption to the irrigation service will result due to the construction of the screened porch. Damage caused to the system will be the financial responsibility of the Homeowner, but all repair work will be completed by the Association's irrigation maintenance contractor. The Homeowner will be responsible to coordinate the Ground Installation Form to insure proper irrigation maintenance. At no time will the Homeowner perform any maintenance, adjustments, or any relocation of the irrigation system without the consultation of the HOA Management Office or the use of the Association's Irrigation Maintenance Contractor.

For more information review the *Screened Porch Booklet* for architectural design and roof pitches appropriate for each model house, it is available at the HOA Management Office.

## **APPENDIX F: Solar Photovoltaic System Installation Rules and Guidelines**

### **Placement:**

A Solar Photovoltaic System (Solar PV System) is an energy collecting system consisting of, but not limited to: solar panels, inverter, mounting system, controllers, etc.) The solar panels of the Solar PV System shall be installed solely on the Owner's roof. No installation shall damage any other Lot or Common Area. The Solar PV System will be installed and secured in compliance with municipal, county, state and federal laws and regulations, and manufacturer instructions. The Owner shall provide the Covenants Committee with a copy of the Town of Centreville/government permit(s), as required at time of installation.

### **Location:**

The Solar PV System shall be located on the back/rear of the roof, parallel to the roofline (if possible) to avoid visibility from the street, and must match the roof shingle color. All conduits, wiring, piping, etc. must be camouflaged from view (wherever possible, the contractor will install electrical along base of siding). Batteries, inverters, etc. must be mounted inside the garage unless justified otherwise by the Owner and approved by the Covenants Committee. Landscape screening may be required by the Association at the Owner's expense.

### **Costs:**

Owners are responsible for all costs associated with the Solar PV System inclusive of damage to other Lots, Common Areas, other property, medical expenses (if incurred) and reimbursement to the Association for damages. To the extent permitted by law, the Association shall be entitled to actual attorney's fees, costs, and expenses incurred in the enforcement of these Requirements.

### **Safety:**

The Owner shall not permit the Solar PV System to fall into disrepair or become a safety hazard. Any Solar PV System posing a safety hazard to residents and/or Association property, may result in immediate filing of a complaint in the Circuit Court to seek permanent removal of the Solar PV System at the Owner's expense.

### **Application Process:**

All installations must comply to applicable codes. Prior to installation, the Owner will provide a copy of the Solar PV System diagram. The Owner must complete and submit a Solar PV System installation form, provided in Appendix H. Written approval from the Covenants Committee to the Owner is required prior to installation. If any Solar PV System requirement provision is deemed invalid by a Maryland Court, the remainder of these requirements will remain in full force and effect.



# Application for Solar Photovoltaic System (Solar PV System) Installation

Attachment to Exterior Modification Form

Request Date: \_\_\_\_\_

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

\_\_\_\_\_

Community Address: \_\_\_\_\_

Centreville, Maryland

Mailing Address (if different): \_\_\_\_\_

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

Type of Solar PV System: \_\_\_\_\_

*(You MUST attach a detailed proposed installation drawing and specifications prepared by the proposed installers, showing size, exact location, materials, color, etc. of all parts of the system.)*

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

Identify Solar PV System Installation Location on Roof: \_\_\_\_\_

*(Provide copy of engineering drawings provided by installer.)*

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

By Whom: \_\_\_\_\_

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

If no, please explain in detail reason: \_\_\_\_\_

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

I hereby certify 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 Symphony Village at Centreville Homeowners Association Covenants Committee, and its representatives, to enter my property as necessary to review the proposed project.

Owner Signature: \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address: \_\_\_\_\_

*(If different from property address)*

**Covenants Committee  
Response to Solar PV System Application**

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

Application Approved:     Application Disapproved:     Additional Information Requested:

Comments:

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Stipulations and Conditions:

1. All Exterior Modifications must meet the requirements of the Queen Anne’s County Zoning/Building codes as well as those of the Town of Centreville.
2. All Exterior Modifications must meet the requirements of the Symphony Village at Centreville Homeowners Association Design and Maintenance Standards.
3. The proposed Exterior Modification must be constructed according to the approved plans, schedule (*commence within three (3) months and completed within nine (9) months of the approval*), and specifications.

\_\_\_\_\_  
Signature of Covenants Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Covenants Chair

## **APPENDIX G: PERGOLA INSTALLATION REQUIREMENTS**

### **Definition:**

A pergola is a structure of vertical posts or pillars supporting cross-beams and forming a non-enclosed seating area. Pergolas are not to be enclosed with any type of screening, plantings or other materials.

### **Location:**

- Pergolas may only be located in the Private Area of the house and placed on a patio.
- Pergolas should be no larger than the width of the house.

### **Installation:**

All pergolas must be white in color and constructed with vinyl wood products which have the color throughout the product or vinyl clad wood. The pergola must be within the Building Restriction Line (BRL) as indicated on the property plat map. The Town of Centreville requires a building permit for the installation of a pergola. The permit requires Symphony Village HOA Covenants Committee approval as a condition of the permit issuance.

### **Application Process:**

Applications for pergolas should be submitted to the Covenants Committee using the Exterior Modification Form. Applications shall include:

- Plat for Lot indicating location of proposed pergola;
- Contractor contact information, including place of business and website;
- Materials specifications and sketch or photo of contracted finished product;
- Construction schedule; and
- Drawings with plan view and elevation with dimensions.

**Town of Centreville permit must be presented to the HOA Management Office prior to beginning construction.**

**APPENDIX H: GROUND INSTALLATION FORM**  
*(Required For Any Ground Breaking Modifications\*)*

**Homeowner Name:** \_\_\_\_\_ **Exterior Modification #:** \_\_\_\_\_  
**Property Address:** \_\_\_\_\_  
**Proposed Modification:** \_\_\_\_\_

**(1) Miss Utility – Avoidance of Public Underground Lines**

All ground modifications (installation of pavers, new or modified irrigation system, generator, trees, shrubs, utility box plantings, etc.) requires verification of public underground lines/pipes. Miss Utility informs/marks underground pipes/lines free of charge. (*Note:* You may request flags instead of permanent paint to mark infrastructure -- while the paint will disappear, it will take time; this is the resident's decision.)

Call Miss Utility (excluding weekends and legal holidays) before you put a shovel in the ground.  
Eastern Shore Maryland Miss Utility: 800-441-8355 or use the Internet option: ITIC Lite.

**Important:** According to Maryland Title 12 Law: If a contractor is working for you, the contractor must have a ticket/verification in their company name. A contractor cannot perform work using a homeowner's ticket number. Also, as of October 2010, homeowners are required by law to contact Miss Utility when mechanized equipment is being used within 18" of a utility marking.

After verification, please provide the Miss Utility ticket number on this form and attach it to the Symphony Village Exterior Modification Form.

**Miss Utility ticket #** \_\_\_\_\_

**(2) HOA Community-Contracted Irrigation Company Verification**

Instructions:

- (a) Obtain the proposed modification illustrations from your contractor.
- (b) Sketch the proposed modification location on your property plat.
- (c) Attach the illustrations and property plat with location noted to this form.
- (d) **Please call the HOA General Manager to schedule the irrigation verification on your property: 410-785-8500.**
- (e) The irrigation company is expected to flag any irrigation lines in the proximity of your Exterior Modification(s).
- (f) Upon review by the HOA community-contracted irrigation company, please ask representative to read and sign the **Irrigation Verification** below.
- (g) Attach this completed form with your Exterior Modification Form.

**Irrigation Verification:**

I have performed an on-site review of the subject property and have reviewed its property plat. To the best of my knowledge, **all appropriate lines/sprinkler head locations have been marked.**

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

\*Note: Completion of a Ground Installation Form is not required for an existing or HOA previously approved garden bed.

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