



Architectural Control Guidelines

Approved: January 27, 2016

Revised June 7, 2021

Supplement to Waterfront Greens Homeowner's Association Declaration of Covenants, Conditions and Restrictions (DCCR). This revised document, approved by the Board of Directors on May 24, 2021, shall supersede all previously published versions of the Architectural Guidelines and has been developed as an adjunct to, not a replacement of, the requirements set forth in the Declaration of Covenants, Conditions and Restrictions.

No structure or landscaping shall be commenced, erected or maintained on any Lot, nor shall the exterior appearance of any structure on any Lot be changed or altered, nor shall the natural state of any area of any Lot be disturbed or altered after completion of construction of the improvements thereon, nor shall any work be performed which may result in a change of the exterior appearance of any such structure, until complete plans and specifications have been submitted to and approved in writing by the Architectural Control Committee.

In general, maintenance of property does not require an approved application from the Architectural Control Committee (ACC) as long as the maintenance restores the item to its original condition, i.e., materials, quality of workmanship, color and dimensions. Violations of these maintenance requirements are violations of the DCCRs.

If you question whether or not your proposed plans require Architectural Control Committee approval, please contact Association's POA Consultant for guidance. Contact information is in Section 1.9 of this document.

1. ARCHITECTURAL CONTROL GUIDELINES

1.1. Prohibited Improvements/Uses Including, but Not Limited To:

- Above ground pools. If an in ground pool is desired, it must be fenced in accordance with Garrett County rules and restrictions for fencing.
- Visible fences of any kind. Trees and plantings may not delineate the lot lines.
- Dog runs (invisible dog fences are permitted).
- Flags exceeding 4' X 6'.
- Statues, lawn ornaments not keeping with the general character or scheme of the Development
- Outside speakers
- Houses under 2000 sf. of finished living space, excluding decks and unfinished basements. Areas with ceilings less than 8 feet are not considered living space.
- Aluminum, vinyl siding (although designer products will be considered), or T1-11 or diagonal siding.
- Flashing lights or lights that bleed onto neighbors' property.
- Compost beds.
- Trash receptacles other than receptacles purchased from/provided by the two approved trash removal companies.
- Above ground fuel tanks.
- No structures of any kind are permitted in the common area easements, including trees and shrubbery. If such are erected, they must be removed at the Home Owner's expense.
- Using vacant lots for storage or parking

1.2. Architectural Standards

1.2.1. General

All new construction, remodeling or home additions must reflect the character of the community as a whole.

1.2.2. Garages and attached garages

Must reflect the character of the house and have the color of the house and trim.

1.2.3. Outbuildings

Should remain close to the house, maintain the character of the house, match the colors of the house and trim, and meet all Garrett County Zoning Ordinances. Dog houses fall into this category.

1.2.4. Square footage requirements for houses and Threshold Requirements

All residences must have a **MINIMUM OF 2000 SQ. FT.** of finished living space, excluding decks and unfinished basements. The bottom of the front door threshold should be no more than five feet from the finished grade. Ground floors that are finished living spaces and have at-grade-or-above entrances, such as sliding glass doors (not a small basement door) and meet all code requirements, including ceiling height for living areas, may be counted toward the square footage requirement. Areas with ceilings less than 8 feet are not considered living space.

1.2.5. House Setbacks

Per Garrett County guidelines: 40 feet from front and rear property lines and 15 feet from each sideline.

Additional Setbacks - per Waterfront Greens guidelines:

Lots 80-82: 80-foot setback from front line of Golf Course

Lots 67-79: 100-foot setback from front line of Golf Course.

Lots 63 and 83: House location subject to ACC approval.

1.2.6. Lakefront Lots Restrictions

Lakefront properties with a 25-foot buffer strip easement may not landscape or construct any structure on the easement strip.

1.2.7. Exterior Materials

All exterior sidings must be constructed of natural or composite materials. Manufactured siding shall be reviewed at the discretion of the Architectural Control Committee. No aluminum, vinyl, T1-11, or diagonal siding is permitted. However, alternative architectural products will be considered.

1.2.8. Exterior Colors

Earth tones are the general guidelines. A maximum of three colors may be used on the exterior. These three colors being a main body color, an accent color and a trim color. A stain color in a natural or stained finish may be used on the entry door.

1.2.9. Foundations

Must be covered with brick, stone, or exterior finish material. No cement block should be allowed to show, but 8" to 12" of exposed parget concrete blocks with a broom finish and painted the same as the main body of the house are acceptable.

1.2.10. Roof slopes

Shall have a minimum slope of 8 feet in 12 feet of run, in general, with variations subject to the review of the Architectural Control Committee, such as 6/12 for porches and wings. Not allowed on roofs are 3-tab shingles or bright colors. Preferred materials are 30-year asphalt shingle (or equal) or standing seam metal in earth tone colors. Committee will consider alternative materials.

1.2.11. Soffits

Must be boxed with smooth painted or stained wood, T & G boards or fiber cement products. ACC will consider alternative materials.

1.2.12. Gutters and downspouts

Must match the trim or body color of the house. Leeway will be given here, but painted gutters and downspouts peel rapidly and become unsightly. ACC must approve the color.

1.2.13. Shutters

Shall be plank board or panel, louvered or solid, painted wood or polymer and must match ½ the width of the window openings. Color must be approved by ACC.

1.2.14. Shading devices

Generally, they should be of awning, louvered screen, canvas, or wood. Must be approved by the ACC.

1.2.15. Railings

Railings on porches, stairs and decks should be of painted or stained board, prefinished metal, prefinished rail, composite decking, or heavy timber. Painted rails must match the trim or house color. If using 2x6 pretreated lumber, painting/staining must be completed within 12 months of installation.

1.2.16. Driveway and parking area

1.2.16. a. *Required number of parking spaces.*

Available parking on the property shall be commensurate with the number of bedrooms in the residence. Example: A five-bedroom residence must have a minimum of five parking spaces, not including the garage. The guideline shall be based on one parking space per bedroom, which includes rooms that convert to sleeping areas (ex., Loft if used as a sleeping room)

1.2.16. b. *Size of parking spaces*

*On each developed lot there shall be one parking space per bedroom/sleeping area. In conformance with Garrett County TVRU Zoning Permit Guidelines, **each parking space shall have minimum dimensions of 9'x18'**.*

1.2.16. c. *Driveway culvert*

Must be at least 20 feet long and scaled to handle water flow.

1.2.16. d. *Driveways*

Driveways must have an apron the width of the driveway entrance with a minimum length of 25 feet of hard surface material such as asphalt, concrete, or pavers from Association or state/county roadway. ACC approval is required.

Recommended driveway materials are asphalt, pavers, or concrete to fit with the character of the community as a whole. Materials must be approved by the ACC. The perimeters of the driveway and parking area must be defined and maintained for a neat appearance. Dirt driveways will not be approved.

1.2.17. Landscaping

Plantings must not be placed on common area easement without approval by ACC. Plantings must not delineate lot lines. Landscaping plan must be submitted to ACC, including type of species, location of plantings, and number of plants. In general, *maintenance* of landscaping does not require an approval from the ACC as long as the maintenance restores the area or planting to its original condition, i.e., materials, color and dimensions.

1.2.18. No Right to Views

Neither local ordinances nor the Association's Declaration of Covenants, Restrictions and Conditions grants a "right to a view" to homeowners. Thus, ALL lake views from ALL areas of a house or lot cannot be protected without impinging on other lot owners' rights to landscape their lots. To balance the competing interests of owners' desire to maintain lake views with other owners' interests to improve the aesthetics of their lot, the following policy has been adopted:

1.2.18. a. *Tree Planting* - Trees/shrubs must not be planted on lots which, at maturity, will block another lot's view of the lake.

At such a time that any tree/shrub/plant that has been planted on a lot grows in such a manner that blocks another lot's lake view, as defined above, the ACC may elect to address this issue, and the lot owner may be required, at his expense, to remove or trim the vegetation.

1.2.18. b. *Tree Cutting/Removal* - No trees may be cut which are 4" or more in diameter at a height of 4.5 feet above the ground on that portion of any Lot within 20 feet of a roadway of the subdivision, except those trees which must be removed to allow construction of a residence on a Lot, a driveway to serve the Lot, or provision of utilities to serve the Lot.

1.2.19. Outdoor Lighting

To limit bleed into adjacent lots, outdoor Lighting should be aimed towards the house, not away from it. As an option, the Architectural Control Committee recommends lighting that complies with "Dark Sky" certification.

1.2.20. Fire pits

Must have the approval of the Architectural Control Committee. Fire pits proposed on areas of a lot called the lake *Conservation Easement* or on the *State-owned Buffer Strip* must meet certain design standards and will also require approval from the Department of Natural Resources (DNR) Lake Management Office. Contact POA Consultant. (Contact information in Section 1.9 of this document.)

1.2.21. Satellite Dishes

Satellite dishes shall be no greater than 40 inches in diameter and placed as inconspicuously as possible.

Antennas shall be the minimal size and placed in the most inconspicuous location on the lot that complies with FCC Rule 47 C.F.R. Section 1.4000 - Restrictions impairing reception of television broadcast signals, direct broadcast satellite services or multichannel multipoint distribution services.

The owner must notify the ACC of the proposed location of any antenna he plans to install.

1.2.22. **Permanent signs** – Only the signs listed below may be placed on the property.

1.2.22. a. *Owner's Sign* - Placement of Owner's Name, and/or "House Name" shall be in accordance to the approved provided by the Architectural Control Committee. Size and details to be provided to the homeowner. The signs need to be green in color and should not exceed 18 by 11 inches. Limited to one sign per property. Design available at Deer Park Signs, Oakland, MD.

1.2.22. b. *Rental Signs* - No rental signs except those outlined in the approved design as provided by the Architectural Control Committee shall be allowed. The sign must identify the rental company with their contact telephone number. The size should not exceed 12 by 8 inches.

1.2.22. c. *House Alarm Signs* - Maximum of two notice of house alarm signs per property. Sign to be approved by Architectural Control Committee. Generally, company signage will be approved.

1.2.22. d. *For Sale and Builder Signs* - Maximum of two "For Sale" signs for lakefront properties (roadside and lakeside) and one for sale sign for lake access properties. Maximum of one Builder sign per property, which shall be removed at time of owner's occupancy.

1.2.23. Fuel tanks

No above-ground fuel tanks are permitted. In the event that rock or soil conditions prevent underground storage placement, appropriate placement and screening will be considered.

1.2.24. Generators

Temporary or permanent generators must be installed within 10' of the house; screening from view should be considered.

1.2.25 Prefabricated Home Guidelines

General:

Prefabricated home design and construction has come a long way over the past decade, and many prefabricated homes are indistinguishable from conventional stick-built houses; however, this approach to construction offers a wide range of design options. Thus, in order to preserve and protect property values in Waterfront Greens, it is the Architectural Control Committee's duty to ensure that the house design and the materials used in construction are compatible not only with the topography of the lot, but also with the esthetics of the community and its existing homes. **Note: Not all prefabricated home construction is acceptable/permissible in WFG, and the Committee reserves the right to deny approval if it determines the prefabricated home does not represent the character of the neighborhood in which the house is built and/or the community at large.**

Homes that are constructed on permanent steel frames—including, but not limited to, manufactured homes and manufactured/modular hybrid homes—shall not be permitted.

- 1.2.25. a. These requirements for prefabricated home construction are not intended to be exhaustive. There are additional standards for new home construction contained in the WFG Governing Documents and Architectural Control Guidelines with which owners are expected to comply.
- 1.2.25. b. These Guidelines apply to Prefabricated Homes (aka systems-built homes, factory-built homes, off-site construction, etc.)
- 1.2.25.c. Prior to purchasing a house package, owner must submit plans/diagrams/photos produced by the manufacturer for the house, showing details of the exterior to the ACC for review to determine acceptability. Elevations may not be altered from the original submission.
- 1.2.25.d. Owner must include the address, phone number, email address and name of primary contact person for the prefabricated home company and all contractors/ subcontractors involved in the project.
- 1.2.25. e. As part of the approval process, Owner must affirm, in writing, that the manufacturer's method of transport can be accommodated by WFG entryways and gates into the building site.
- 1.2.25. f. Because of the heavy equipment used in transporting and assembling house sections at the building site, the Road Impact Fee shall be \$2,000.
- 1.2.25. g. Builder/Owner is to inform the Waterfront Greens Association of the delivery day and time of the prefabricated elements so that an Association representative can be on site to monitor delivery and record any damage done to roads and/or Common Areas as a result of the delivery.
- 1.2.25. h. Owner shall be charged for the cost of repair of damage done to roads or common areas due to their construction that exceeds the limit of the Road Impact Fee.
- 1.2.25. i. Builder/Owner has 7 days from delivery date to install the home and remove prefabricated trailers from within WFG. If trailers remain on site for more than 7 days, the Owner will be

assessed a fine of \$250 per day. Trailers may not be parked or stored on any Waterfront Greens Association property.

1.2.25.j. As described in the WFG Architectural Control Guidelines, driveway(s) must be paved at completion of the home and prior to final inspection.

1.2.25.k. Owner must submit a landscape plan along with the house plans to the Architectural Committee for review and approval. Landscaping must be installed at the time of the completion of home.

1.2.26 Solar Energy Installations

General:

The goal of saving energy resulted in increased interest in the installation and use of solar panels. Waterfront Greens does not discourage the use of such devices, but believes it is important to ensure that such equipment is reasonably controlled as to appearance and location of installation, in order to protect neighbors and the community as a whole from unsightly installations. Accordingly, the purpose of these Guidelines is to reasonably control the location of installed solar panels and solar shingling—both photovoltaic and hot water—to protect home values and the aesthetics of the community.

1.2.26.a. Architectural Standards/Construction/Finish

- 1.2.26.a (1). Only commercially/professionally constructed, roof-mounted devices are allowed on the main building structure only. Due to issues of safety and aesthetics, "home-made" devices are not permitted, nor are freestanding arrays not directly mounted to the main building structure.
- 1.2.26.a (2). A key element of maintaining architectural harmony within the development is to avoid deviations from existing rooflines, thus roof-mounted panels must conform to existing roofline geometry and must be mounted as flush as possible to the existing roof surfaces.
- 1.2.26.a (3). Solar panels and associated hardware should be integrated into the roof design and mounted directly to the roof deck or, if mounted on or over the existing roof tile, are to be flush with the slope of the roof and match roof angle. Panels are to be positioned as low as possible on the roof, extending wider rather than higher on the roof plane. The panels, piping or any exposed parts of the installation may not be higher than the roof peak, nor protrude above or hang below the roof. No legs or extensions of any kind may be used to raise, alter, adjust or change the angle of the panels.
- 1.2.26.a (4). Exterior plumbing shall be painted to match (or the color of the materials themselves must match) the color of adjacent roof material and walls. All visible aluminum trim must be anodized or otherwise color-treated to blend into the surroundings as much as possible.
- 1.2.26.a (5). Piping and electrical connections will be located directly under and/or within the perimeter of the panel and invisible from all street angles. All external electrical conduits shall be painted to match the color of the area directly behind the installed product.
- 1.2.26.a (6). Solar Inverters and Net Meters may be mounted on the exterior of the building structure. Locations must be submitted with the application for approval.
- 1.2.26.a (7). Solar panel installations shall not cover more than 75% of the roof area being utilized for the solar panel installation. Drawing submittal sizes of the proposed installation shall be provided indicating the area to be covered.

1.2.26.a (8). Homeowner must agree that any rework of the roof will require a new solar review to verify compliance after the roofing has been replaced.

1.2.26 b. Solar Energy Installations Maintenance

Homeowners shall ensure that all surfaces of such devices or equipment, whether painted or colored materials, are properly maintained to prevent peeling and cracking of paint, loss of coloration, or other deterioration.

1.2.26 c. Required Information for Architectural Control Committee (ACC) Review

Detailed plans for installation and placement of any solar panel / energy device must be submitted to the ACC as a stand-alone Property Improvement Application (PIA) or part of a larger PIA for the property for review and receive *written approval* from the Association prior to such installation.

In addition to other information requested in the PIA, the application must include:

Illustrations showing the specific location of the proposed panel layouts and the location of any inverter hardware, or other system infrastructure located on the exterior of the residence.

The photovoltaic panel's manufacturer, model number, and specification sheet.

Materials used and color choices.

Company/Contractor name and contact information.

As permits may be required, the Association strongly suggests that Owners use a licensed solar equipment contractor with the appropriate contractor's license. Owners are responsible obtaining all required permits before installation begins. Owners are responsible for ensuring that equipment is installed in conformance with any/all building codes and or county ordinances.

As the Association and its Board have no expertise or special knowledge regarding such systems, the Association's approval for installation of any such device(s) or system is *not* a representation that it is compatible with Owner's roof or associated structures, or compliant with any/all building codes and or county ordinances.

Owners are urged to check with their homebuilder and/or insurance company prior to installation for how such equipment may impact their roof warranty or other aspects of their structure.

Owners assume and bear all risks regarding installation and use of such systems.

1.2.26.d. Enforceability

If any portion of a guideline/rule is determined to be legally unenforceable, it shall not negate the enforceability of the remaining portions of the guideline/rule.

1.2.27 Playground Equipment

Any playground equipment shall be installed behind the house and not be visible from the road. It must be natural, or earth toned in color such as wood. No bright plastic playground sets will be allowed.

1.3. REQUIRED SUBMISSIONS: New Home Construction, Remodeling, Garages and/or Home Additions or Other Major Improvements

1.3.1. Property Improvement Application Form (PIA)

Owner is required to complete a *Property Improvement Application (PIA)* which may be obtained from the POA's Consultant (contact information in Section 1.9). The documents/materials which must accompany the PIA are listed below.

1.3.2. Incomplete Application

If the application is incomplete, the 30-day approval period will begin when the Consultant receives all the required information.

1.3.3. Construction Drawings/ Blueprints

- 1.3.3. a. Two (2) copies of full construction drawings set (Large format must be to scale and include Structural Plans).
- 1.3.3. b. One (1) reduced construction drawings set (8.5" x 11" format).
- 1.3.3. c. One (1) on-line construction drawings set
- 1.3.3. d. Blueprints must include: All elevations of exterior walls of the proposed dwelling, site plan, including house, garage, driveway, parking spaces, and distances from building to all lot lines. Exterior Elevations shown on Drawings with grade indicated. Include Front, Rear, Right Side and Left Side; Main Roof pitch, Dormer and Porch Roof Pitches.
- 1.3.3. e. Plans for parking area(s) must identify numbers of vehicles the parking space will accommodate and the dimensions for each space (9' x 18').
- 1.3.3. f. Site plan must note any significant changes to topography.

1.3.4. Utility Location Plan

1.3.5. Storm water Management Plan

1.3.6. Landscape Plan

1.3.6. a. *Major Landscape Plan*. Two (2) Copies of full Construction Drawings Set (Large format must be to scale) plus one set of Reduced (8.5" x 11") Construction Drawings in PDF format that includes, as applicable, the following:

- Hardscape: Materials used, manufacturer, color, pattern for sidewalks and walkways, patios, walls, driveway and parking area etc. Ornaments, statuary, include material composition and dimensions
- Elevation changes
- Watering system: manufacturer
- Vegetation: ground cover, material type & color. Plant species, type & color. Tree species, mature height.
- Exterior lighting: placement, manufacturer
- Landscape Construction Time Estimate

1.3.6. b. *Minor Landscape Plan*. Drawings may be hand-drawn on lot plat showing number of plants, plant species, color, location and estimated date/time for completion.

1.3.7. Material Samples

Samples (or manufacturer's information) on exterior materials including: siding, fascia, decks, roofing, spouting, foundation, patios/porches, walkways, etc.

1.3.8. Color Samples

Color samples (or manufacturer's color ID) for siding, roofing, doors windows, trim, soffit, fascia, etc.

1.3.9. Excess Excavation Material Removal Plan

As part of the Property Improvement Application the Owner is required to submit a plan for removal of excess excavation material as well as for the removal of sedimentation onto roadways during construction. The plan shall include the Builder's requirement to install a rock entrance and construction parking area at the project site immediately after the start of construction to minimize mud and dirt onto Association roadways.

1.3.10. Plan for Completion of Construction including Construction Schedule.

Construction must be substantially completed within one year from start of construction.

Extensions shall be considered on a per-case basis. (See Section 1.7)

Porta-Johns on-site are required during construction and must be located as unobtrusively as possible with respect to neighboring properties.

Construction materials must be stored so to minimize the impairment of views from neighboring properties.

For new home construction a dumpster is required on site for the collection of construction debris. Excess material should be immediately removed after completion of construction.

No debris may be allowed to accumulate during construction activities.

Site must be maintained in an orderly manner.

1.3.11. Documentation of Contractor Insurance

Owner shall be responsible for providing their contractor's and sub-contractors' proofs of insurance for damage. Such insurance will be used for damage in excess of \$1,000 to roads or facilities.

1.3.12. County Building Permit

Owner shall be responsible for providing copy of the building permit issued by the County prior to commencement of construction.

1.4. REQUIRED SUBMISSIONS: *Minor Improvements to Properties*

1.4.1. Property Improvement Application Form (PIA)

Owner is required to submit a complete Property Improvement Application (PIA) form.

1.4.2. Additional information

Please call POA Consultant to ascertain if any additional information is required to be submitted with your PIA.

1.4.3. Incomplete Application

If the application is incomplete, the 30-day approval period will begin when the Consultant receives all the required information/documents.

1.5. Architectural Control Committee Review Fees

The Association has entered into an agreement with Deep Creek Design Studio to conduct the review of Property Improvement Applications submitted by owners.

Note: Fees must be paid by check in the following manner:

- **Architectural Review Fees made payable to "DCL Design Studio"**
- **Road Impact Fees made payable to "WFGPOA".**
- **DO NOT COMBINE CHECKS/PAYMENTS. THEY WILL BE RETURNED FOR RE-ISSUING**
- **ALL checks must be submitted to:**

Doug Storck, POA Consultant
DCL Design Studio
30 Sky View Drive, P.O. Box 756
McHenry, MD 21541

The Property Improvement Application (PIA) will be considered incomplete and the Committee’s review process will not begin until payment of all fees is properly issued and received by the POA Consultant.

The following are the fees for various types of submissions

New Home Construction:

- \$300 Architectural Review Fee (Payable to DCL Design Studio)
- \$2,000 Modular Home Road Impact Fee (Payable to WFGPOA) - payment for use of Roads and for Road/Facilities Damage.
- \$1,000 Conventional Construction Road Impact Fee (Payable to WFGPOA) - payment for use of Roads and for Road/Facilities Damage.
- \$500 Impact Fee (Payable to WFGPOA) for any subsequent construction occurring after 60 days of completion of the main residence—such as a garage, home addition, pool, etc.

Major Additions/Remodeling:

- \$150 Architectural Review Fee (Payable to DCL Design Studio). Applies to remodel/additions; major additions such as garages and pool houses, etc.
- \$500 Impact Fee (Payable to WFGPOA). ~~Payment for use of Roads and for Road/Facilities Damage~~

Miscellaneous Construction/Landscaping:

- \$75 Architectural Review Fee (Payable to DCL Design Studio)

(Review of subsequent submissions and site visits for the same project will be billed at a rate of \$75 each. Additional review and site visits will only be initiated at the request of the Waterfront Greens Architectural committee.)

1.6. Scope of Architectural Control Committee Review Process

The Architectural Control Committee reserves the right to disapprove any plans that do not meet the Architectural Control Guidelines or the intent of the Association’s Declaration of Covenants, Conditions and Restrictions with respect to property improvements.

The Architectural Control Committee review is for the sole purpose of assessing compliance with the WFG Declaration of Covenants, Conditions and Restrictions (as Amended) and applicable rules, regulations & guidelines, and is not intended to address whether the Owner and his/her contractors and/or subcontractors have complied or will comply with any applicable federal, state or local laws, rules, regulations, codes, ordinances, engineering standards or requirements, or any other matter.

The approval of plans by the Architectural Control Committee in no way relieves the lot owner or builder from compliance with any approvals necessary from applicable authorities.

1.7 Time Limits for Project Completion

The owner will have 12 months from the date of ACC approval to complete the project unless otherwise agreed to in writing by the ACC. Owners who fail to complete the project by the agreed upon date may be subject to fines/penalties.

1.8 Final Inspection – Owner Obligation to Notify ACC When Project is Completed

Within 7 days after the project is completed the owner shall notify the POA Consultant so that a Final Inspection may be completed to ensure all requirements have been met. The ACC will issue the owner a Final Inspection Report.

1.9. Contact to Obtain Property Improvement Application & General Guidance

Doug Storck, POA Consultant
DCL Design Studio
30 Sky View Drive, P.O. Box 756
McHenry, MD 21541
Office Phone: 301-387-7788
Email: DMS@dclids.com