River Hill Community Association

6020 Daybreak Circle Clarksville, MD 21029 | 410-531-1749
www.villageofriverhill.org

From: Renee DuBois, Village Manager

Re: Resale Documents

This document is the resale documents for the Village of River Hill. Included are the following :

- Village Map
- Budget for current fiscal year
- Articles of Incorporation
- Bylaws
- Covenants
- Architectural Guidelines

In addition to being bound by the River Hill requirements, this property is also bound by the requirements stated in the Columbia Association documents. If you did not receive the needed Columbia Association documents, they may be downloaded here: https://columbiaassociation.org/about-us/governance/columbia-association-governing-documents/.

This information becomes part of the deed of each property owner. All property owners are required to have and to hold these documents, and to abide by them, affording each resident all the rights and responsibilities of owning property in Columbia, MD.

If you own a townhouse or condominium, you may also have a townhouse or condo owners association with its own homeowner requirements, information and fees. We try to keep a current contact list of these associations on file, and we will provide that information if you call the village office.

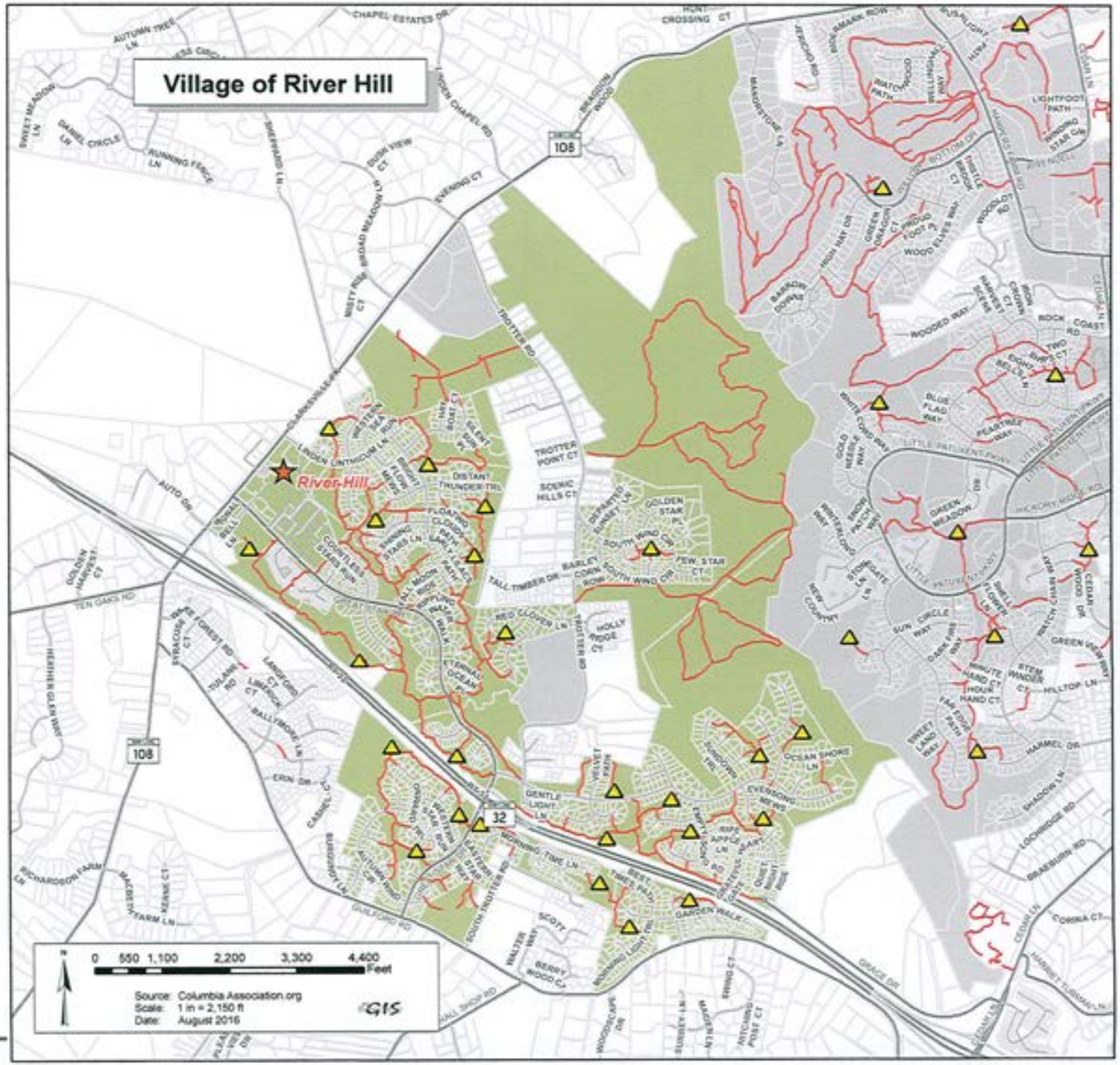
The Management Agent of River Hill Community Association is the Village Manager. River Hill Community Association **does not** levy any assessments on property owners. However, the Columbia Association does collect an annual fee from all property owners. A portion of this annual fee is transferred to our organization, providing the majority of our funding. River Hill Community Association also raises funds through the rental of our facility, Claret Hall and Meeting Room. A copy of our most recent village budget is included in this packet for your reference.

A copy of River Hill's Architectural Guidelines is also being provided to you at this time at no additional cost. The guidelines help residents to better understand the covenants by providing information on seeking architectural approval for changes to their properties.

If you have questions about the information in this letter, guidelines or the River Hill Community Association, please feel free to contact us at 410-531-1749 , or visit our website at www.villageofriverhill.org .

Howard County
MARYLAND

Village of River Hill



Disclaimer:
Howard County, Maryland assumes no responsibility for the accuracy of the map
or the information contained hereon or derived therefrom. The buyer and/or user assumes
all risks and liabilities whatsoever resulting from or arising out of the use of this map.
There are no oral agreements or warranties relating to this sale and/or use of this map.

RIVER HILL COMMUNITY ASSOCIATION
BOARD MEMBERS

Kevin Bruening, Chairperson**
6417 Fairest Dream Lane
Columbia, MD 21044
KBrueningRHCA@villageofriverhill.org

Balbir Lakhanpal, Vice Chairperson**
6328 Departed Sunset Lane
Columbia, MD 21044
BLakhanpalRHCA@villageofriverhill.org

Moe Imran*
7157 Morning Light Trail
Columbia, Maryland 21044
MImranRHCA@villageofriverhill.org

Lisa Krausz*
6109 Trackless Sea Court
Clarksville, Maryland 21029
LKrauszRHCA@villageofriverhill.org

Kevin Daye*
5705 Little Bells Row
Clarksville, MD 21029
KDayeRHCA@villageofriverhill.org

COLUMBIA COUNCIL REPRESENTATIVE

Eric Greenberg*
6409 Empty Song Road
Columbia, Maryland 21044
Eric.Greenberg@ca-board.org

STUDENT ADVISORY MEMBERS

Vacant***

* Term expires April 30, 2027
** Term Expires April 30, 2026
*** 2025-2026

0

	Budget FY27	Budget FY26	Estimate FY26
REVENUES			
1 CA Annual Charge Share Grant	**331,360**	**323,077**	**323,077**
A. CA Base Annual Charge Share Grant	315,468	306,438	306,438
B. CA Medical Reimbursement	14,864	14,434	14,434
C. Other CA Reimbursement	1,028	2,205	2,205
D. Payment to CA for excess cash reserves			
2 Lease & Rental	**259,600**	**250,000**	**252,000**
A. Room Rentals	259,600	250,000	252,000
B. Leases			
C. Retained Deposits			
3 Tuition & Enrollment	**0**	**0**	**0**
A. Classes			
B. Camps			
C. Other			
4 Interest	**7,000**	**5,100**	**6,800**
5 Special Events	**1,500**	**0**	**1,500**
6 Fees	**0**	**0**	**0**
A. Copier			
B. Late Fees			
C. Postage			
D. Notary			
E. Other			
7 Miscellaneous	**48,000**	**46,000**	**48,000**
A. Sales	48,000	46,000	48,000
B. Newsletter Ads			
C. Catering/Food Service			
D. Other			
8 Gain/loss on Disposal of Asset			
Total Income	**647,460**	**624,177**	**631,377**

	Budget FY27	Budget FY26	Estimate FY26
EXPENSES			
Staff Salaries	**292,000**	**285,000**	**278,000**
Janitorial Wages			
Contract Labor			
Payroll Benefits	**28,200**	**27,600**	**29,000**
Payroll Taxes	**23,400**	**22,800**	**22,400**
Janitorial Expense	**67,500**	**56,000**	**62,500**
A. Cleaning Service	61,000	51,000	56,000
B. Setup & Breakdown			
C. Floors, Carpets and Windows	3,000	1,500	3,000
D. Supplies	3,500	3,500	3,500
Fees	**41,000**	**49,750**	**27,440**
A. Accounting	10,000	16,150	7,740
B. Legal	10,000	20,000	6,700
C. Performance	0	3,600	0
D. Audit	11,000		
E. Web			
F. Payroll			
G. Other	10,000	10,000	13,000
Operating Expenses	**18,300**	**17,000**	**16,500**
A. Office Supplies	16,500	15,300	15,000
B. Program Supplies			
C. Cost of Sales (e.g. HOA documents, tent rental)			
D. Postage	1,200	1,200	900
E. Staff Development	600	500	600
F. *Catering/Food Service*			
G. Other			
Business Expenses	**750**	**750**	**500**
A. Mileage	750	750	500
B. Food (Business Meals)			
C. Other			
Insurance	**22,000**	**29,100**	**20,000**
Advertising	**7,200**	**7,200**	**6,000**
Newsletter	**48,000**	**48,000**	**50,000**
Other Printing	**250**	**250**	**250**
Donations/Contributions	**1,500**	**500**	**500**
Special Events	**12,000**	**10,000**	**10,000**
Taxes	**900**	**900**	**0**
Utilities	**34,600**	**30,000**	**29,500**
A. Gas & Electric	25,000	20,500	20,000
B. Water & Sewer	1,600	1,500	1,500
C. Telephone	8,000	8,000	8,000
Repairs & Maintenance	**23,000**	**30,000**	**32,000**
A. Building	20,000	25,000	30,000
B. Equipment	3,000	5,000	2,000

C. Rental			
D. Vandalism			
E. Other			
Furniture, Fixtures and Equipment	18,000	2,500	20,000
Total Expenses Before Depreciation	**638,600**	**617,350**	**604,590**
Depreciation	9,000	6,500	6,100
Total Expenses	**647,600**	**623,850**	**610,690**
Increase/(Decrease) in Unrestricted Net Assets	**(140)**	**327**	**20,687**

Village Community Associations

- Enforcing Covenants
- Providing resources and referral services for residents
- Advocating for residents a the Columbia, county and state levels
- Fostering partnerships between villages, Columbia Association, and Howard County
- Facilitating information sessions and community meetings
- Managing, maintaining, and renting out CA's village buildings and neighborhood centers
- Hosting individual village events and partnering with all villages for Columbia-wide special events
- Offering programming, including master gardner classes
- Working with village merchants
- Communicating to residents via newsletters, websites and social media
- Encouraging neighbor-to-neighbor connectivitiy via block party and grants

Learn more at villageofriverhill.org

- Maintaining fitness facilities, golf clubs, tennis and basketball courts, and swimming pools
- Organizing free summer concerts and films at the Downtown Columbia Lakefront
- Operating the Columbia Ice Rink, Columbia Horse Center (via lease), Columbia SportsPark/SkatePark
- Operating the Columbia Art Center, Youth and Teen Center at the The Barn, Columbia Archives and Volunteer Center Serving Howard County
- Maintaining approximately 3,600 acres of open space
- Providing Before and After School Care to Howard County students
- Developing plans to improve the connectivity of the pathway system in Columbia
- Developing plans to protect and restore Columbia's watershed

Learn more at ColumbiaAssociation.org

- Schools and library management
- Watershed management/restoration
- Water and sewer management
- Inspections, licenses and permits
- Road maintenance and snow removal
- Planning and zoning management
- Waste and recycling collection
- Historic preservation County parks and recreation facilities
- Police, fire and rescue services

Learn more at HowardCountyMD.gov

River Hill Community Association, Inc.
Articles of Incorporation

FIRST: The undersigned, Arianne Hale Monroe, whose post office address is The Rouse Building, Columbia, Maryland 21044, being at least twenty-one years of age, acting as incorporator, does hereby form a corporation under and by virtue of the General Laws of the State of Maryland.

SECOND: The name of the corporation (which is the "Association") is River Hill Community Association, Inc. is hereinafter called Association, Inc.

THIRD: The Association is not formed for pecuniary gain or profit, direct or indirect to itself or its members. The purposes for which the Association is formed are as follows:

To organize and operate a non-profit civic organization, which shall be organized and operated exclusively for the promotion of the health, safety, common good and social welfare of the owners of property in, and the resident of, that area of the community of Columbia, a new town being developed in Howard County, Maryland, by The Howard Research and Development Corporation, a Maryland corporation (hereinafter referred to as "HRD"), known as the Village of River Hill (the "Property") and located upon the property described in that certain Deed, Agreement and Declaration (hereinafter referred to as the "River Hill Declaration") dated August 12, 1991 between HRD, Nancy Volpe and Columbia Association, Inc. (hereinafter referred to as "CA"), and filed for recording among the Land Records of Howard County, Maryland and such additions thereto as may hereafter be annexed thereto pursuant to the provisions of the River Hill Declaration.

For the general purpose aforesaid, and limited to that purpose (hereinafter sometimes referred to as the "Purpose"), the Association shall have the following specific purposes:

1.to do any and all lawful things and acts within its powers, as hereinafter set forth, which the Association from time to time may deem to be appropriate in order to benefit, aid, promote and provide for peace, health, safety, convenience, comfort and general welfare of the owners of the property in, and the residents of the property;

2.to assist CA in the conduct of its activities and performance of its responsibilities relating to the operation, maintenance and development of community facilities and services within Columbia, and particularly that part thereof forming the Property, as the same are more fully set forth in that certain Deed, Agreement and Declaration dated the 13th day of December, 1966, by and between CA and C. Aileen Ames and filed for recording among the Land Records of Howard County and recorded in Liber W.H.H. 463, Folio 158, (hereinafter referred to as the "CA Declaration") and the Articles of Incorporation of CA;

3.to provide an organization through which the owners of property in, and the residents of, the Property shall be represented, by a member of the Association, on the Columbia Council, an unincorporated association, the membership of which will be composed of representatives of various associations in Columbia which have been approved by CA, said council, in turn, being entitled to nominate from among its membership, person to be elected and serve on the Board of Directors of CA, all as provided in the Articles of Incorporation of CA; and

4. to operate and maintain any and all property or facilities which it may acquire for the use and benefit of its members.

Solely in aid of the Purpose of the Association, the Association shall have the following powers:

1. to purchase, lease, hire, receive donations of, or otherwise acquire, hold, own, develop, improve, maintain, and operate and to aid and subscribe toward and acquisition, development of improvement, of real and personal property, and rights and privileges therein, suitable or convenient for the Purpose of the Association;

2. to purchase, lease, hire, receive donations of, or otherwise acquire, hold, own, develop, erect, improve, manage, maintain and operate, and to aid and subscribe toward acquisition, construction or improvement of, systems, buildings, machinery, equipment and facilities, and any other property or appliances which may appertain to, or useful in, the accomplishment of the Purposes of the Association;

3. to impose, collect and disburse dues and assessments in accordance with and subject to the provisions of the River Hill Declaration;

4. to solicit, receive and accept donations of money or property or any interest in property from the State of Maryland, Howard County, or any subdivision of either, the Federal government or any agency or instrumentality thereof, or from any person or entity;

5. to raise money for any particular facility or service which the Association proposes to provide by means of payment of dues, or special assessments by its members and to provide, operate and maintain, and supervise the use of any such facility or service upon the voluntary payment of such dues or assessments by its members;

6. to make contracts, incur liabilities and borrow money and to issue bonds, notes or other obligations and secure the same by mortgage or deed of trust of all or any part of the property, franchise or income owned by the Association and to guarantee the obligations of others in which it may be interested for the furtherance of the Purpose of the Association;

7. to undertake and prepare or cause to be prepared studies, plans, recommendations, budgets, and any other similar things (for submission to any public authority, civic group or association, CA, or for its own use)which relate to any phase or aspect of the physical, social or cultural development of the Property, or Columbia as a whole, and to create, or cause to be created, committees and other organizations for the supervision and implementation thereof;

8. to engage in and sponsor civic activities relating to the cultural, educational, social and civic affairs of the owners of property in, or residents of, the Property, or Columbia as a whole and to appear before and represent its members in or before other civic groups, associations, boards or other like organizations;

9. to sponsor, engage in, conduct and encourage cultural, educational, social and civic and other beneficial activities relating to the Property, or Columbia as a whole;

10. to have and exercise to the extent necessary or desirable for the accomplishment of the aforesaid specific purposes and to the extent that they are not inconsistent with the Purpose of the

Association, any and all powers conferred upon corporations of a similar character by the General Laws of the State of Maryland.

FOURTH: The post office address of the principal office of the Association in this state is Columbia, Maryland. The name and post office address of the resident agent of the Association in this state is Hermes Incorporated, c/o General Counsel, The Rouse Company, Columbia, Maryland 21044. Said resident agent is a corporation of the State of Maryland.

FIFTH: The Association is not authorized to issue capital stock.

SIXTH: Every resident of the Property, aged 18 or older; shall be a member of the Association. Proof of eligibility for membership shall be as provided in the By-Laws.

SEVENTH: All members, so long as the same shall qualify under Article Sixth above, shall be entitled to vote on each matter submitted to a vote at a meeting of members. Each member of the Association shall have one vote, subject to the following conditions:

A. Any Member who is in violation of the River Hill Restrictions as defined in the River Hill Declaration, as determined by the Board of Directors, or who fails to pay any dues or any special assessment established by the Association shall not be entitled to vote during any period in which any such dues or assessments are due and unpaid or in which such violation continues, except with respect to the casting of a vote for a representative on the Columbia Council.

B. The Board of Directors may make such regulations, consistent with the terms of the River Hill Declaration and this Charter, as it deems advisable for any meeting of members, in regard to proof of membership in the Association, evidence of right to vote, the appointment and duties of inspectors of votes, registration of members for voting purposes, and such other matters concerning the conduct of meetings and voting as it shall deem fit.

C. Except as specified in this paragraph and in paragraph D immediately following, no member shall be entitled to assign his right to vote, by power of attorney, by proxy or otherwise, and no vote shall be valid unless cast in person by the individual member, provided, however, that members unable to attend a meeting at which Directors are to be elected or at which be entitled to file a written vote under absentee balloting regulation provided in the By-Laws.

D. On any matter submitted to the members for vote, other than the election of Directors or the election of a representative to the Columbia Council, any member entitled to vote may cast a vote without attending the meeting in question by either of the following procedures, at his election:

(i) the member may sign a written proxy, designating a particular individual to cast the member's vote on any issue coming before a particular meeting (other than the aforesaid excluded matters), which proxy shall be valid only with respect to the meeting specified therein or

(ii) file a written statement with the Board of Directors prior to the meeting in question, specifying the issue on which the member intends to vote (other than the aforesaid excluded matters) and that the member votes for or against the same.

Any vote cast under either of the procedures set forth in this paragraph shall have the same force and effect as if the member in question had appeared at the meeting and had cast his vote in person.

EIGHTH: The affairs of the Corporation shall be managed by a Board of five (5) directors, all of whom shall be members of the Association except as herein provided with regard to the initial Board of Directors. The initial Board of Directors shall consist of five (5) directors who shall hold office until the election of their successors. At the first annual meeting of the Association to be held on or before April 30, 1992, the members shall elect five (5) directors, all of whom shall be elected from among the membership of the Association, and which three (3) being elected for a term one year and two (2) being elected for a term of two years. At annual meetings thereafter, the members shall elect, in alternate years, either three directors or two directors, each for a term of two (2) years. The names of those persons who are to act as directors until the election of their successors are:

Gerald E. Brock Padriac Kennedy David E. Forester
Alton J. Scavo Charles Acquard

Any vacancy occurring in the initial or any subsequent Board of Directors may be filled at any meeting of the Board of Directors by the affirmative vote of a majority of the remaining directors, though less than a quorum of the Board of Directors, or by a sole remaining director, and if not previously so filled, shall be filled at the next meeting of members of the Association. Any director elected to fill a vacancy shall serve as such until the expiration of the term of the director, the vacancy in whose position he was elected to fill.

NINTH: The following provisions are hereby adopted for the purpose of defining, limiting and regulating the powers of the Association and of the directors and members.

1. The Board of Directors shall have power to determine from time to time whether and to what extent and at what times and places and under what conditions and regulations the books, accounts and documents of the Association or any of them shall be open to the inspection of members, except as otherwise provided by statute or by the by-laws; and, except as so provided no member shall have any right to inspect any book, account or document of the Association unless authorized so to do by resolution of the Board.of Directors.

2. The Association may enter into contracts and trans-act business with any director or member or with any corporation, partnership, trust or association of which any director or member is a stockholder, director, officer, partner, member, trustee, beneficiary, employee or in which any director or member is otherwise interested; and such contract or transaction shall not be invalidated or in any way affected by the fact that such director or member has or may have an interest therein which is or might be adverse to the interests of the Association, provided that the fact of such interest shall be disclosed or known to the other directors or members acting upon such contract or transaction; and such director or member may be counted in determining the existence of a quorum at any meeting of the members or Board of Directors which shall authorize any such contract or transaction, and may vote thereat to authorize any such contract or transaction, with like force and effect as if he were

not so interested. No director or member having disclosed or made known an adverse interest shall be liable to the Association or any member or creditor thereof or any other person for any loss incurred by the Association under or by reason of any such contract or transaction, nor shall any such director or member be accountable for any gains or profits realized therefrom.

3. Any contract, transaction or act of the Association or of the Board of Directors which shall be ratified by a major-ity of the members having voting powers and attending any annual meeting, or attending any special meeting called for such purpose, shall so far as permitted by law be as valid and as binding as though ratified by every member of the Association, provided, that a quorum members shall be present at any such meeting.

4. Any person who is serving or has served as a director or officer of the Association, or as a member of the Columbia Council, or as a member and director of CA, may be indemnified by the Association, insofar as it is able, and insofar as the Board of Directors shall by resolution determine, against expense actually and, necessarily incurred by him in connection with the defense of any action, suit, or proceedings in which he is made a party by reason of having been such a member ordirector, except in relation to matters as to which such person is adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of duty.

5. (i) For the purposes of a meeting held within three years of the first annual meeting, a quorum shall be a number equal to ten percent (10%)of the lot owners entitled to vote. A quorum at any meeting or members held after that time shall be that number which is fifty percent (50%) of the average (arithmetical mean) of votes cast at each of the last three annual meetings of members. If a quorum is not present at any meeting of members, a majority of the members present may call a further meeting of members, in accordance with the provisions of Section 5-206, Corporations and Associations Article of the Annotated Code of Maryland (1975 Ed.), or other applicable law, and at such further meeting the members present shall constitute a quorum and by a majority vote of those present may approve or authorize any proposed action, and take any other action, including, without limitation, the election of directors, which might have been taken at the original meeting, if a sufficient number of members had been present.

   (ii) A quorum for the annual meeting of members shall be determined on the basis of the total number of members casting votes during the period of time of such meeting that the balloting takes place, and the annual meeting shall not be subject to adjournment during the time specified for the balloting because of the absence of, or lack of, a quorum at any particular time during the election process; provided, however, that no business or matter other than as specified on the written election ballot shall be conducted or voted upon during that portion of the annual meeting devoted to the balloting for the election of directors and other matters specified on the written election ballot.

6. The Association reserves the right to make from time to time and at any time any amendment to its Charter, as then in effect, which may be now or may hereafter be authorized by law, provided, however, that no amendment shall be made except upon the affirmative vote of two-thirds (2/3) of the members voting at a meeting of members at which a quorum is present.

7. There shall be no liquidation, dissolution, or winding up of the Association, nor any transfer of any of the assets of the Association except upon the affirmative vote of two-thirds (2/3) of the Board of Directors then in office and, in addition, upon the affirmative vote of at least two-thirds (2/3) of the membership at a meeting at which a quorum of at least seventy-five percent (75%) of the members entitled to vote is present. Upon any liquidation, dissolution or winding up of the Association hereunder, the property of the Association, both real and personal, shall be dedicated to and vest in any non-profit corporation, formed and operated for purposes similar to those set forth herein for the Association, Howard County, the State of Maryland, or the United States of America in order stated.

8. The Board of Directors of the Association shall in each year, elect from among its members, a chairman who shall preside at all meetings at which he is present.

9. The members of the Association shall in each year elect from among the members thereof a representative to serve a two year term as a member of the Columbia Council. The representative so elected shall be entitled, ex officio, to attend all meetings of the Board of Directors of the Association and shall have the same rights as a Director, except that he shall not have the right to vote as a Director on any matter. A Columbia Council Representative may be removed from the Columbia Council if an any meeting of the members of the Association, duly called at which a quorum is present, the members, by an affirmative vote of two-thirds (2/3) of total number of votes constituting such quorum, vote to remove the Columbia Council representative from office. Any vacancy occurring in the position of representative of the Association on the Columbia Council may be filled by a member of the Association who receives the affirmative vote of a majority of the directors of the Board of Directors of the Association. Any representative elected to fill a vacancy shall serve until the expiration of the term of the representative whose vacancy he was elected to fill.

10. The Board of Directors shall designate one person (who need not be a member of the Association) to serve as the Manager of the Association. The Manager of the Association shall, ex officio, be the secretary and the chief financial officer of the Association. It shall be the function and the responsibility of the Manager of the Association to (i) attend all meetings of members, and meetings of the Board of Directors and to keep appropriate corporate records of all proceedings; (ii) to keep the fiscal records of the Association and to prepare budgets in connection with the conduct and operation of the affairs of the Association; (iii) to provide liaison between CA and the Association and generally advise the Association in the conduct and operation of its affairs; and (iv) to administer and manage the day to day affairs of the Association under the general supervision of the Board of Directors.

11. The Board of Directors of the Association may from time to time establish dues and assessments to be payable by members of the Association, in accordance with the provisions of the River Hill Declaration.

12. In exercising the right granted to the Association hereunder to place mortgages or deeds of trust on any part of the property owned by the Association, the Board of Directors shall have the right, without referring the matter to a vote of the Association, to place a mortgage or deed of trust on a portion of the property, provided that the proceeds of such mortgage or

deed of trust, after paying any expenses incurred in connection with such borrowing, are devoted solely to the construction of improvements on that part of the property so subjected to the mortgage or deed of trust. All mortgages or deeds of trust not specifically permitted by the preceding sentence must be submitted to and approved by a majority of the members of the Association entitled to vote.

TENTH: The duration of the Association shall be perpetual.

IN WITNESS WHEREOF, I have signed these Articles of Incorporation this 13th day of August, 1991.

_____/s/_____
Arianne Hale Monroe

1991, Amended April 23,2022

BY-LAWS

RIVER HILL COMMUNITY ASSOCIATION, INC.

ARTICLE I

Members

SECTION 1.01. Annual Meetings.

The Association shall hold each year, commencing with the year 1993, an annual meeting of the members for the election of Directors, the election of a representative to serve for a one year term as the representative of the Association on the Columbia Council, and the transaction of any business within the powers of The Association, during the month of April in each year. The Directors shall specify the time and date of the annual meeting, provided only that is shall not be held on a Sunday or legal holiday. Any business of the Association may be transacted at an annual meeting without being specifically designated in the notice, except such notice as is specifically required by statute or by the charter to be stated in the notice. Failure to hold an annual meeting at the designated time shall not, however, invalidate the corporate existence or affect otherwise valid corporate acts.

SECTION 1.02. Special Meetings.

At any time in the interval between annual meetings, special meetings of the members may be called by the Chairman of the Board or the Manager or by a majority of the Board of Directors by vote at a meeting or in writing with or without a meeting.

SECTION 1.03. Place of Meetings.

All meetings of members shall be held at the principal office of the Association in Columbia, Maryland, except in cases in which the notice thereof designates some other place; but all such meetings shall be held within the State of Maryland.

SECTION 1.04. Notice of Meetings.

Not less than ten days nor more than ninety days before the date of every members' meeting, the Manager shall give to each member entitled to vote at such meeting, written or printed notice stating the time and place of the meeting and, in the case of a special meeting, the purpose or purposes for which the meeting is called, either by mail or by presenting it to him personally or by leaving it at his residence or usual place of business. If mailed, such notice shall be deemed to be given when deposited in the United States mail addressed to the member at his post office address as it appears on the records of the Association, with postage thereon prepaid. Notwithstanding the foregoing provision, a waiver of notice in writing, signed by the person or persons entitled to such notice and filed with the records of the meeting, whether before or after the holding thereof, or actual attendance at the meeting in person, shall be deemed equivalent to the giving of such notice to such persons. Any meeting of members, annual or special, may adjourn from time to time to reconvene at the same or some other place, and no notice need be given of any such adjourned meeting other than by announcement.

SECTION 1.05. Quorum.

For purposes of meetings held within three years of the date of the first annual meeting, a quorum shall be a number equal to 10% of the lot owners entitled to vote. At any meeting of members, the presence in person of members in that number, which is 50% of the average (arithmetical mean) of votes cast in each of the last three annual meetings of members, shall constitute a quorum; but this section shall not affect any requirement under statute or under the charter of the Association for the vote necessary for the adoption of any measure. In the absence of a quorum the members present in person, by majority vote and without notice other than by announcement, may adjourn the meeting from time to time until a quorum shall attend. In addition, at such a meeting where a quorum of members is not present in person, a majority of the members present may call a further meeting of members, in accordance with the provisions of Section 5-206, Corporations and Associations Article, Annotated Code of Maryland (1975 Ed.) and at such further meeting the members present in person shall constitute a quorum and by majority vote of those present may approve or authorize any proposed action, and take any other action, including, without limitation, the election of directors, which might have been taken at the original meeting, if a sufficient number of members had been present.

SECTION 1.06. Votes Required.

A majority of the votes cast at a meeting of members, duly called and at which a quorum is present shall be sufficient to take or authorize action upon any matter which may properly come before the meeting, unless more than a majority of votes cast is required by statute or by the charter. Unless the charter provides for a greater or less number of votes per member or limits or denies voting rights, each member, regardless of class, shall be entitled to one vote on each matter submitted to a vote at a meeting of members; but no member shall be entitled to any vote (except a vote for a representative on the Columbia Council):

i. if any dues established by the Board of Directors and payable by such member are due and unpaid at the time of such meeting;

ii. if any special assessment established by the Board of Directors and payable by such member is due and unpaid at the time of such meeting; or

iii. if such member, as determined by the Board of Directors, shall be, at the time of such meeting, in violation of any of the River Hill Restrictions contained in the Deed, Agreement and Declaration between The Howard Research And Development Corporation'(HRD), Nancy Volpe and Columbia Association, Inc., dated August 12, 1991 and filed for recording among the Land Records of Howard County (the River Hill Declaration).

SECTION l.07A. Votes to be Cast in Person.

Except as specified in this Section 1.07A and in the succeeding Section 1.07B, no member shall be entitled to assign his right to vote, by power of attorney, by proxy or otherwise, and no vote shall be valid unless cast in person by the individual member, provided, however,

i. that in the case of a corporate member, the vote may be cast by the president or vice president of such corporation or such other officer as may be designated in writing by the president or a vice president of the corporation;
ii. that elections for the Directors of the Association and for representative to the Columbia Council shall be conducted in accordance with the procedures set forth in Article VIII of these By-laws; and
iii. agencies or instrumentalities of the Federal Government, if otherwise entitled to vote, may vote by written proxy. A member unable to attend a meeting at which Directors of the Association are to be elected or at which a Representative to the Columbia Council is to be elected, may also vote online using procedures established by the Board of Directors and/or the Election Committee.

SECTION 1.07B.

On any matter submitted to the members for vote other than the election of Directors or the election of a representative to the Columbia Council, any member entitled to vote may cast a vote without attending the meeting in question by either of the following procedures, at his election.

i. the member may sign a written proxy designating a particular individual to cast the member's vote on any issue coming before a particular meeting (other than the aforesaid excluded matters), which proxy shall be valid only with respect to the meeting specified therein; or

ii. file a written statement with the Board of Directors prior to the meeting in question, specifying the issue on which the member intends to vote (other than the aforesaid excluded matters) and that the member votes for or against the same.

Any vote cast under either of the procedures set forth in this Section 1.07B shall have the same force and effect as if the member in question had appeared at the meeting and had cast his vote in person.

SECTION 1.08. **Members.**

The qualification for membership shall be that stated in the Charter of the Association.

SECTION 1.09. **Proof of Membership**.

Proof of age may be established by such evidence as shall have been approved by resolution of the Board of Directors. Proof of residence may be established by presence on the CA assessment rolls or the apartment tenant lists or by presentation of deed or lease, Howard County voter registration card, Maryland driver's license, or Howard Country library card or by such other evidence as shall have been approved by resolution of the Board of Directors.

SECTION 1.10. Voting.

The rules and regulations concerning the right to vote shall be those stated in the Charter of the Association.

SECTION 1.11. Informal Action by Members.

Any action required or permitted to be taken at any meeting of members may be taken without a meeting, if a consent in writing, setting forth such action, is signed by all the members entitled to vote on the subject matter thereof and any other members entitled to notice of a meeting of members (but not to vote thereat) have waived in writing any rights which they may have to dissent from such action, and such consent and waiver filed with the records of the Association.

ARTICLE II

Board of Directors

SECTION 2.01. Powers.

The business and affairs of the Association shall be managed by its Board of Directors. The Board of Directors may exercise all the powers of the Association, except such as are by statute or the charter or the by-laws conferred upon or reserved to the members. The Board of Directors shall keep full and fair accounts of its transactions.

SECTION 2.02. Number of Directors.

The number of Directors of the Association shall be five, as provided in the charter, until such number be changed as herein provided. By vote of a majority of the entire Board of Directors, the number of Directors may be increased or decreased, from time to time, to not exceeding fifteen nor less than five Directors, but the tenure of office of a Director shall not be affected by any decrease in the number of Directors so made by the Board.

SECTION 2.03. Election of Directors.

Until the first annual meeting of members or until successors are duly elected and qualify, the Board shall consist of the persons named as such in the charter. At the first annual meeting of members and at each annual meeting thereafter, the members shall elect Directors to hold office until their term of office expires or until their successors are elected and qualify. Except for the Directors initially elected for a term of one (1) year, each Director shall be elected for a term of two (2) years. Each term of office shall begin on May 1 of the year elected and shall continue for two years, or until successors are elected and qualify. At any meeting of members, duly called and at which a quorum is present, the members may, by the affirmative vote of the members entitled to cast the majority of votes thereon, remove any Director or Directors from office and may elect a successor or successors to fill any resulting vacancies for the unexpired terms of removed Directors.

SECTION 2.04. Vacancies.

A. Any vacancy occurring in the Board of Directors for any cause other than by reason of an increase in the number of Directors may be filled by a majority of the remaining numbers of the Board of Directors, although such majority is less than a quorum. A Director elected by the

Board of Directors to fill such a vacancy shall be elected to hold office for the remaining unexpired portion of the term or until his successor is elected and qualifies.

B. Any vacancy occurring by reason of an increase in the number of Directors may be filled by action of a majority of the entire Board of Directors. A Director elected by the Board of Directors to fill such a vacancy shall be elected to hold office until the next annual meeting of members or until his successor is elected and qualifies.

SECTION 2.05. Regular Meetings.

After each meeting of members at which a Board of Directors shall have been elected, the Board of Directors so selected shall meet as soon as practicable for the purpose of organization and the transaction of other business, at such time as may be designated by the members at such meeting; and in the event that no other time is designated by the members, the Board of Directors shall meet at 8:00 o'clock P.M. on the day of such meeting. Such first meeting shall be held at such place within or without the state of Maryland as may be designated by the members, or in default of such designation at the place designated by the Board of Directors for such first regular meeting, or in default of such designation at the Office of the Corporation in Columbia, Maryland. No notice of such first meeting shall be necessary if held as hereinabove provided. Other regular meetings of the Board of Directors shall be held on such dates and at such places within or without the State of Maryland as may be designated from time to time by the Board of Directors.

SECTION 2.06. Special Meetings.

Special meetings of the Board of Directors may be called at any time by the Chairman of the Board or the Manager or by a majority of the Board of Directors by vote at a meeting, or in writing with or without a meeting. Such special meetings shall be held at such place or places within or without the State of Maryland as may be designated from time to time by the Board of Directors. In the absence of such designation such meetings shall be held at such places as may be designated in the calls.

SECTION 2.07. Notice of Meetings.

Except as provided in Section 2.05, notice of the place, day and hour of every regular and special meeting shall be given to each Director two day (or more) before the meeting, by delivering the same to him personally or by sending the same to him by telegraph, or by leaving the same at his residence or usual place of business, or, in the alternative, by mailing such notice three days (or more) before the meeting, postage prepaid, and addressed to him at his last known post office address, according to the records of the Association. Unless required by these by-laws or by resolution of the Board of Directors, no notice of any meeting of the Board of Directors need state the business to be transacted thereat. No notice of any meeting of the Board of Directors need be given to any Director who attend, or to the Director who, in writing executed and filed with the records of the meeting either before or after the holding thereof, waives such notice. Any meeting of the Board of Directors, regular of special, may adjourn from time to time to reconvene at the same or some other place, and no notice need be given of any such adjourned meeting other than by announcement.

SECTION 2.08. Quorum.

At all meetings of the Board of Directors, a majority of the entire Board of Directors shall constitute a quorum for the transaction of business. Except in cases in which it is by stature, by the charter or by the by-laws otherwise provided, the vote of a majority of such quorum at a duly constituted meeting shall be sufficient to elect and pass any measure. In the absence of a quorum, the Directors present by majority vote and without notice other than by announcement may adjourn the meeting from time to time until a quorum shall attend. At any such adjourned meeting at which a quorum shall be present, any business may be transacted which might have been transacted at the meeting as originally notified.

SECTION 2.09. Compensation. Directors as such shall not receive any compensation for their services. A Director who serves the Association in any other capacity, however, may receive compensation therefor.

SECTION 2.10. Informal Action by Directors.

Any action required or permitted to be taken at any meeting of the Board of Directors or of any committee thereof may be taken without a meeting, if a written consent to such action is signed by all members of the Board or of such committee, as the case may be, and such written consent is filed with the minutes of proceedings to the Board or Committee.

ARTICLE III

Committees

SECTION 3.01. Committees

The Board of Directors may be resolution provide for an Executive Committee and for such other standing or special committees as it deems desirable and discontinue the same at pleasure. Each such committee shall have such powers and perform such duties, not inconsistent with law, as may be assigned to it by the Board of Directors.

ARTICLE IV

Officers

SECTION 4.01. Chairman.

The Board of Directors shall in each year elect a Chairman of the Board from among the Directors. The Chairman shall preside at all meetings of the Board of Directors and meetings of members at which he shall be present and shall and may exercise such additional powers and duties as are from time to time assigned to him by the Board of Directors.

SECTION 4.02. Manager.

The Board of Directors shall in each year elect one person (who need not be a member of the Association) to serve as the Manager of the Association. The Manager of the Association shall, ex Officio, be the Secretary and the Treasurer of the Association. The Manager shall provide liason, between CA and the Association and shall generally advise the Association in the conduct and operation of its affairs. In the absence of the Chairman of the Board, the Manager shall preside at all meetings of the members and of the Board of Directors at which he shall be present; he shall have, generally, charge and supervision of the business of the Association; he may sign and execute bonds, contracts or other instruments, except in cases in which the signing and execution thereof shall have been expressly delegated to some other officer or agent of the Association; and, in general, he shall perform all duties incident to the office of a City Manager with regard to the Village of River Hill and such other duties as, from time to time, may be assigned to him by the Board of Directors.

As Secretary of the Association, the Manager shall keep the minutes of the meetings of the members, and the Board of Directors, in books provided for the purpose; he shall see that all notices are duly given in accordance with the provisions of the by-laws or as required by law; he shall be custodian of the records of the Association; he shall see that the corporate seal of the Association is affixed to all documents, the execution of which, on behalf of the Association, under its seal, is duly authorized, and when so affixed may attest the same; and in general, he shall perform all duties incident to the office of a Secretary of a corporation.

As Treasurer of the Association, the Manager shall have charge of and be responsible for all funds, receipts and disbursements of the Association, and shall deposit, or cause to be deposited, in the name of the Association, all monies or other valuable effects in such banks, trust companies or other depositories as shall, from time to time, be selected by the Board of Directors; he shall render to the Board of Directors whenever requested, an account of the financial condition of the Association, and, in general, he shall perform all the duties incident to the office of a Treasurer of a corporation.

The Manager shall serve at the pleasure of the Board of Directors and any vacancy in such office by reason of death, removal, resignation or otherwise shall be filed by the Board of Directors.

SECTION 4.03. Additional Executive Officers.

The Board of Directors may choose one or more assistant managers, one or more assistant secretaries and one or more assistant treasurers, none of whom need be a Director, but all of whom shall be members of the Association. Any two or more of the offices mentioned in this Article IV may be held by the same person; but no officer shall execute, acknowledge or verify any instrument in more than one capacity if such instrument be required by statute, by the charter, by the bylaws or by resolution of the Board of Directors to be executed, acknowledged or verified by any two or more officers. Each such officer shall hold office until the first meeting of the Board of Directors after the annual meeting of members next succeeding his election, and until his successor shall have been duly chosen and qualify, or until he shall have resigned or shall have been removed. Any vacancy in any of the above offices may be filled for the unexpired portion of the term of the Board of Directors at any regular or special meeting.

The assistant officers, if any, described in this Section 4.03, shall have such duties as may from time to time be assigned to them by the Board of Directors or the Manager.

SECTION 4.04. Columbia Council Representative.

The member elected as representative on the Columbia Council shall perform those functions, and shall have those powers, specified in the Charter of the Association and the Charter of The Columbia Park and Recreation Association, Inc.

SECTION 4.05. Subordinate Officers.

The Board of Directors may from time to time appoint such subordinate officers as it may deem desirable. Each such officer shall hold office for such period and perform such duties as the Board of Directors or the Manager may prescribe. The Board of Directors, may from time to time, authorize any committee or officer to appoint and remove subordinate officers and prescribe the duties thereof.

SECTIQN 4.06. Compensation.

None of the officers of the Association (other than the Manager or Assistant Managers) shall be compensated by the Association for services rendered in the capacity of such office. Any such officers (other than the Manager or Assistant Managers) who serve the Association in any other capacity, however, may receive compensation therefor. The Manager and any Assistant Managers may receive such compensation as may be determined form time to time by resolution of the Board of Directors.

SECTION 4.07. Removal.

Any officer or agent of the Association may be removed by the Board of Directors whenever, in its judgment, the best interests of the Association will be served thereby.

ARTICLE V

Finance

SECTION 5.01. Checks, Drafts, Etc.

All checks, drafts and orders for the payment of money, notes and other evidences of indebtedness, issued in the name of the Association, shall unless otherwise provided by resolution of the Board of Directors, be signed by the Manager or an Assistant Manager and countersigned by one Director of the Association.

SECTION 5.02. Annual Reports.

There shall be prepared annually by the manager, a full and correct statement of the affairs of the Association, including a balance sheet and a financial statement of operations for the preceding

calendar year, which shall be submitted at the annual meeting of the members and filed within twenty days thereafter at the principal office of the Association in this State.

SECTION 5.03. Fiscal Year.

The fiscal year of the Association shall be the twelve calendar months period ending the last calendar day of February of each year, unless otherwise provided by the Board of Directors.

ARTICLE VI

Certificates of Membership

SECTION 6.01. Certificates of Membership.

The Board of Directors may provide for the issuance of certificates evidencing membership in the Association, which shall be in such form as may be determined by the Board of Directors. The name and address of each member and the date of issuance of the certificate shall be entered on the records of the Association. If any certificate shall become lost, mutilated or destroyed, a new certificate may be issued therefor upon such terms and conditions as the Board of Directors may determine or prescribe.

ARTICLE VII

Sundry Provisions

SECTION 7.01. Seal.

The Board of Directors shall provide a suitable seal, bearing the name of the Association, which shall be in the charge of the Manager. The Board of Directors may authorize one or more duplicate seals and provide for the custody thereof.

SECTION 7.02. Voting upon Shares in Other Corporations.

Any shares in other corporations or associations, which may from time to time be held by the Association, may be voted at any meeting of the shareholders thereof by the Manager or an Assistant Manager of the Association or by proxy or proxies appointed by the Manager or an Assistant Manager of the Association. The Board of Directors, however, may by resolution appoint some other person or persons to vote such shares, in which case such person or persons shall be entitled to vote such shares upon the production of a certified copy of such resolution.

SECTION 7.03. Amendments.

Any and all provisions of these by-laws may be altered or repealed and new by-laws may be adopted by any annual meeting of the members, or at any special meeting called for that purpose.

ARTICLE VIII

Elections

SECTION 8.01. Elections.

Elections will be held for Board of Directors and a Representative to the Columbia Council on a day in April, other than a Sunday or legal holiday, specified each year by the Board of Directors as a part of the annual meeting. Polling places shall be as specified by the Board of Directors within the Village of River Hill and will be open for voting at a time to be specified by the Board of Directors which shall be during the annual meeting. There shall be no electioneering within 100 feet of the polling place. The annual meeting shall begin at the time the polling places open for balloting. A quorum for the annual meeting or members shall be determined on the basis of the total number of members casting votes during the period of time that the balloting takes place, and the annual meeting shall not be subject to adjournment during the time that the balloting takes place because of the absence of, or lack or, a quorum at any particular time during the election process. During the time the polling places are open, no business or matter other than as specified on the written election ballot, shall be conducted or voted upon.

Section 8.02. Election Committee.

a) Appointment of the Election Committee. The Board of Directors of the Association shall appoint an Election Committee and a Chairman before the second week in February of each year. The Board shall fill any vacancies from time to time as they occur.
b) Eligibility for Membership on the Election Committee. Any member of the Association eligible to vote in the next forthcoming election of Directors and Council Representative shall be eligible for membership to the Election Committee, but in no event shall members be a candidate for any Association office. No member of the Election Committee may actively campaign for or against any candidate.
c) Duties and Powers of the Election Committee. The Election Committee upon being certified by the Chairman of the Board of Directors, shall be wholly responsible for the proper conduct of the annual elections of the Columbia Council Representative and the Board of Directors and to that end, the Election Committee shall be empowered to:
    i. establish such administrative rules and regulations as are necessary to the orderly conduct of the election: and
    ii. prepare and make available such blank nomination petitions as are necessary; and

iii. prepare all absentee ballots and regular ballots upon the receipt of all nomination petitions upon the closing of the nomination period prescribed; and
iv. establish and publicize a location for the purpose of receiving requests for, issuing and receiving absentee ballots: and
v. distribute the absentee ballots in accordance with Section 8.07 of these Bylaws; and
vi. issue, receive and count all the ballots cast and post results upon the closing of the polls; and
vii. certify, in writing, the names of those persons elected and the offices to which they were elected, respectively, to the incumbent Board of Directors of the Association; and
viii. appoint such addition interim associates as are necessary to the conduct of the election itself: and
ix. in the event of a challenge, prepare and submit a statement of the conduct of the election to the incumbent Board of Directors.

d) Acceptance of Petitions, Withdrawals, Ballots, & Challenges. The Election Committee shall:

i. accept any valid nomination petition and upon such acceptance, shall issue a certification of candidacy to the nominee;
ii. accept any written withdrawal of candidacy, signed by the candidate. Upon receipt of any valid withdrawal, the candidate's name shall be obscured from the ballot;
iii. Validate all absentee ballots and accept only validated absentee ballots. The Committee shall validate all regular ballots at the poll as they are distributed and shall accept only those ballots so properly validated;
iv. accept and rule on any written challenge submitted and signed by any candidate or member of the Election Committee.

SECTION 8.03. Nominations.

Any qualified candidate for Board of Directors or Representative to the Columbia Council must be nominated. Nomination shall be by petition only. The petition, to be circulated by the candidate or by other persons on his behalf and with his consent, will show the full name and address of the candidate, his signature, and the office he is seeking. The nomination petition shall be valid when ten or more members of the Association have signed it. Association members shall not be restricted from signing more than one nomination petition. Each candidate shall be nominated for one office only. Each candidate will submit his nomination petition to the Election committee for validation. The Election Committee will accept nomination petitions from the first day of March through the twenty-first day of March, at which time nominations will be closed. Each candidate submitting a valid petition during the nomination period will be a nominee for the indicated Association office and his name will be placed on the appropriate ballot.

SECTION 8.04. Candidates' Statements.

Each candidate meeting the requirements for nomination, as set forth herein, may prepare a written campaign statement of not more than one hundred fifty (150) words. This statement, in order to be reproduced and distributed at the expense of the Association, shall be submitted to the respective Board Manager no later than the deadline for nominations under Section 8.3. The Board Manager, with such assistance as he may require, shall prepare and distribute no later than five (5) days before the Election, in either a regular or special publication, the names of all candidates, the positions they seek, and their prepared statements. Candidates' statements will not be edited.

SECTION 8.05. **Preparation of Ballots**.

The Election Committee shall draw the names of candidates by lot to determine position on the ballot. Candidates for Board of Directors and Council Representative will be listed separately. Candidates shall be listed by given name, (First Name or Initial, Middle Name or Initial, Last Name), and without reference to titles.

SECTION 8.06. Balloting.

Members in good standing pursuant to Article III of the Declaration of the Association shall be eligible to vote in annual elections. The Election Committee shall require satisfactory proof of membership, as set forth in Section 1.09 of these Bylaws. The Election Committee shall keep two true and complete lists of persons casting ballots in each annual election. The first shall list the voters in alphabetical order and shall include their addresses. The second shall list the voters by order of their addresses, using the CA rolls and the apartment tenants lists as a basis. Each candidate shall be allowed one representative to observe the counting of the ballots by the Election Committee. The number of candidates corresponding to the number of positions on the Board of Directors being elected who shall have received the highest number of votes shall be declared the winners of that election. The one candidate receiving the largest number of votes for Representative to the Columbia Council shall be declared winner of that election.

SECTION 8.07. Absentee Ballots.

Any eligible member of the Association who will be unable to cast a ballot at the designated polling place may cast an absentee ballot. The absentee ballot may be requested in writing or in person from the Chairman of the Election Committee or his designee. It will be the duty of the Election Committee to prepare, control, distribute, count and account for absentee ballots. Absentee ballots may be requested in writing from the twentieth day until the tenth day prior to the election or requested in person from the twentieth day until the day prior to the election. The Election Committee will accept absentee ballots returned by the voter, in person or by mail, until midnight of the day prior to the election. A member may also cast one absentee ballot following the online procedures established by the Board of Directors and/or Election Committee.

SECTION 8.08. Ties and Runoff Elections.

In the event of a tie for election to the position of Council Representative, or for the last position to be filled on the Board of Directors, the Election Committee shall conduct a recount of the ballots within two days. Ballots shall be placed in a locked container and retained by the chairman of the Election Committee until the recount occurs. Should the tie persist, the Manager shall immediately notify

members of the Association of the date, time and place for a runoff election to resolve such a tie. The runoff election shall be conducted within two weeks after the posting of a certified election results by the Election Committee. Only the names of the candidates involved in the tie will appear on the runoff election ballot. A tie vote for Council Representative, or for the last position to be filled on the Board of Directors shall not effect the results of the entire election. Where a tie vote occurs and the election results have been challenged, the runoff election shall take place within two weeks of the disposition of the challenge.

SECTION 8.09. Challenge to Election Results.

Any challenge to the results of the election must be submitted in writing to the chairman of the Election Committee within five (5) days after the posting of the election results. Ballots will be held by the Chairman of the Election Committee five (5) days, or until the disposition of any challenge.

SECTION 8.10. Miscellaneous.

Where the procedures set forth in this Article of the Bylaws are found to be inconsistent with any other sections of these Bylaws pertaining to elections, the procedures set forth in this Article shall supersede election procedures set forth in those other sections.

15499 (8/14/91)

Amended: April 29, 2017, April 23, 2022

Recorded among the land records of Howard County, Maryland in Liber 2373 Folio 348

River Hill Village Covenants
Deed, Agreement and Declaration

THIS DEED, AGREEMENT AND DECLARATION, made this 12th day of August, 1991, by and between THE HOWARD RESEARCH AND DEVELOPMENT CORPORATION, a Maryland corporation (hereinafter referred to as "HRD" and "Declarant"), Grantor, and NANCY VOLPE, of Catonsville, Maryland (hereinafter referred to as the "Grantee"), and COLUMBIA ASSOCIATION, INC., a Maryland nonprofit membership corporation (hereinafter referred to as "CA").

WHEREAS, HRD has heretofore acquired the fee simple interest in the land described in Exhibit A annexed hereto and made a part thereof, said land in its entirety being hereinafter referred to as the "Property";

WHEREAS, the Property, together with certain other property, was heretofore subjected to those certain covenants, easements, charges and liens set forth in that certain Deed, Agreement and Declaration of Covenants, Easements, Charges and Liens dated the 13th day of December, 1966, by and between CA and Declarant and recorded among the Land Records of Howard County in Liber W.H.H. 463, Folio 158, et. seq., all said covenants, easements, charges and liens so imposed being hereinafter referred to as the "CA Restrictions";

WHEREAS, HRD has subdivided the Property and desires to subject the same to those certain, additional covenants, agreements, easements, restrictions, charges and liens (hereinafter referred to collectively as the "River Hill Village Covenants") as hereinafter set forth;

WHEREAS, CA is a non-profit civic organization formed for the purposes described in its Charter and in the CA Restrictions and for the purposes described herein;

WHEREAS, River Hill Community Association, Inc., shall be a Maryland non-profit membership corporation (hereinafter referred to as the "Association") formed for the purposes described in its Charter and herein;

WHEREAS, CA has approved the Association, its Charter and By-Laws for the purposes stated in Article Seventh of the CA Charter; and

WHEREAS, in order to cause the River Hill Village Covenants to run with, burden and bind the Property, HRD does, by this deed, convey the Property to the Grantee upon condition that she, as agent for Declaration, covenant and declare as herein provided and forthwith reconvey the Property to HRD subject to, and burdened and bound by, the River Hill Village Covenants.

NOW, THEREFORE, THIS DEED, AGREEMENT AND DECLARATION WITNESSETH: that for and in consideration of the premises and the sum of Five Dollars ($5.00), paid by each party to the other, the receipt and sufficiency whereof being hereby mutually acknowledged, the parties hereto do hereby grant, covenant and declare as follows:

HRD does hereby GRANT, COVEY AND ASSIGN unto the Grantee, the Property, subject, however, to the River Hill Village Covenants imposed hereby.

TOGETHER with any and all improvements thereon and all rights and appurtenances thereunto belonging of in anywise appertaining.

TO HAVE AND TO HOLD the above granted Property unto the Grantee, her heirs, executors, administrators and assigns, forever, in fee simple, subject, however, to the River Hill Village Covenants which it is hereby covenanted and agreed shall be binding upon (i) the Grantee, her heirs, executors, administrators and assigns, and (ii) the Property, to the end that the River Hill Village Covenants shall run with, bind and burden the Property, for and during the period of time specified hereafter.

AND the parties hereto further covenant and declare as follows:

ARTICLE I

DEFINITIONS

SECTION 1.01. "Architectural Committee" shall mean and refer to that body the membership of which is provided for in SECTION 7.01 hereof.

SECTION 1.02. "Association" shall mean and refer to River Hill Community Association, Inc., its successors and assigns.

SECTION 1.03. "Association Board" shall mean and refer to the Board of Directors of the Association.

SECTION 1.04. "Association Charter" shall mean and refer to the Articles of Incorporation of the Association.

SECTION 1.05. "Association Land" shall mean all real property owned and maintained by the Association for the common use and enjoyment of its members.

SECTION 1.06. "CA" shall mean and refer to the Columbia Association, Inc., or to a "Successor Corporation," as defined in Section 7.04 of the CA Restrictions.

SECTION 1.07. "CA Board" shall mean and refer to the Board of Directors of CA.

SECTION 1.08. "CA Charter" shall mean and refer to the Articles of Incorporation of CA.

SECTION 1.09. "Declarant" shall mean and refer to HRD, its successors and assigns.

SECTION 1.10. "Declaration" shall mean and refer to this Deed, Agreement and Declaration as the same may from time to time be supplemented or amended in the manner prescribed herein.

SECTION 1.11. "Development Period" shall mean and refer to the fifteen (15) year period commencing on the day that this Deed, Agreement and Declaration is filed for recording among the Land Records of Howard County, Maryland.

SECTION 1.12. "Easement area" as defined in SECTION 9.02 hereof.

SECTION 1.13. "HRD" and "HRD, its successors and assigns," shall mean and refer to The Howard Research and Development Corporation, and its successors and assigns, but not mere successors in title to, or assignees of interests in, the property or any part thereof.

SECTION 1.14. "Lot" shall mean and refer to any plot of land shown upon any recorded subdivision plat of the Property or any part thereof, exclusive of any plots of land designated as open space or common access uses.

SECTION 1.15. "Members" shall mean and refer to every person or entity who holds membership in the Association.

SECTION 1.16. "Mortgage" shall mean and refer to a mortgage, deed of trust or other security devise and "Mortgagee '' shall mean and refer to the mortgagee, beneficiary, trustee or other holder of any of the aforegoing instruments.

SECTION **1.17.** "Owner" shall mean and refer to the owner of any "Unit" within the Property or any common or joint interest therein if such Unit is owned by more than one person or entity. "Unit" shall mean and include (i) the fee simple or long term leasehold title to any Lot within the Property; (ii) the fee simple or long term leasehold title to a unit in any condominium development within the Property; and (iii) any share, membership or other interest in any cooperative or other entity organized and operated for the purpose of making residential dwelling units available to its shareholders, members or other beneficiaries, which share, membership or other interest entitles the owner thereof to possession of any residential dwelling unit within the Property, including contract sellers, but excluding those having an interest merely as security for the performance of an obligation.

SECTION 1.18. "Property" shall mean and refer to that certain real property described more particularly in Exhibit A attached hereto and made a part of hereof and, from and after any annexation, such additional lands as may be annexed thereto in the manner prescribed in SECTION 2.02 hereof.

SECTION 1.19. "Structure" shall mean and refer to any thing or device other than trees (except for evergreen trees planted in the form of a hedge or barrier), shrubbery (less than two (2) feet high if in the form of a hedge) and landscaping, the placement of which upon any lot may affect the appearance of such Lot, including by way of illustration and not limitation, any

building, garage, porch, shed, greenhouse, or bathhouse, coop or cage, covered or uncovered patio, swimming pool, clothes line, radio or television antenna, fence, curbing, paving, wall, barrier or hedge more than two (2) feet in height (whether made of shrubbery or evergreen trees), signboard or any temporary or permanent living quarters (including any house trailer) or any other temporary or permanent improvement to such Lot.
"Structure" shall also mean (i) any excavation, fill, ditch, diversion dam or other thing or device which affects or alters the natural flow of surface waters from, upon or across any Lot, or which affects or alters the flow of any waters in any natural or artificial stream, wash or drainage channel from, upon or across any Lot and (ii) any change in the grade of any Lot of more than six inches from that existing at the time of purchase by each Owner.

SECTION 1.20. "Tenant" shall mean and refer to an individual who (i) actually resides on the Property under a written lease from an Owner in which such individual is named as lessee, and (ii) delivers an executed copy of such lease to the Association Board.

SECTION 1.21. "Village Covenants" shall mean and refer to these River Hill Village Covenants applicable to the Village of River Hill.

SECTION 1.22. "Final Development Plan" as used herein shall mean and refer to each of those recorded plats or combination of plats, drawings or narrative materials submitted by HRD and approved by the Planning Board of Howard County (or any successor agency) by means of which land uses and development criteria are designated for specific portions of the Property pursuant to the Howard County New Town Zoning Ordinance.

ARTICLE II

THE PROPERTY SUBJECT TO THIS DECLARATION AND AGREEMENT: ANNEXATION OF ADDITIONAL LANDS

SECTION 2.01. The Property described in Exhibit A is a portion of a larger area of land owned by HRD. HRD may from time to time cause separate and additional declarations and agreements to be filed subjecting other portions of the larger area of land the Property by this Declaration. In addition, HRD may cause additional portions of such larger area of land to be subjected to the terms of this Declaration in the manner prescribed in SECTION 2.02 hereof. Each Owner and each Tenant, by the act of becoming such, shall be taken to have acknowledged and agreed (i) that the Property described in Exhibit A and such property as may be annexed pursuant to SECTION 2.02 hereof shall be the only property subject to the River Hill Village Covenants, (ii) that neither anything contained in this Declaration nor in any recorded or unrecorded plat, map, picture, drawing, brochure or other representation of a scheme of development, shall be construed as subjecting or requiring HRD, CA, the Association, or any successor or assignee to or of any of the aforementioned, to subject to this Declaration or any other declaration or agreement any property or land now or hereafter owned by any of them other than that described in Exhibit A annexed hereto, and (iii) that the only manner in which

any additional land can be subjected to this Declaration shall be by and in accordance with and procedure set forth in SECTION 2.02 hereof. The face that terms or provisions set forth in separate or additional declarations or agreements relating to property or lands other than the Property may be similar or identical, in whole or in part, to the provisions set forth in this Declaration shall not be construed to mean that it was the intent or purpose therein to subject any additional property or lands to this Declaration or any terms or provisions thereof.

SECTION 2.02. HRD or any other person owning land in the general area of the Property with the written approval of HRD may, from time to time, annex additional lands to the Property and thereby subject the same to the River Hill Village Covenants, by the execution and filing for recordation among the Land Records of Howard County of any instrument expressly stating an intention so to annex and describing such additional lands to be so annexed. During the fifteen (15) year period commencing with the date of the recording of this Declaration, HRD, or any other person with the written approval of HRD, may annex additional lands to the Property in its absolute discretion. From and after the termination of said fifteen (15) year period, additional lands may be annexed to the Property provided that each such annexation is approved in writing by the Federal Housing Administration or by two-thirds (2/3rds) of the members of the Association entitled to vote.

SECTION 2.03. The Restrictions contained in this Declaration shall not apply to the Property or any portion thereof owned or leased by the United States, State of Maryland, Howard County or any instrumentality or agency thereof for so long as such entity shall be the owner or lessee thereof, but such Restriction shall continue to apply to the Property, or any portion thereof, at such time as the Property or any portion thereof, is no longer owned or leased by the United States, State of Maryland, Howard County or any instrumentality or agency thereof.

ARTICLE III

MEMBERSHIP: VOTING RIGHTS

SECTION 3.01. Members of the Association, entitled to vote at meetings of members, shall be residents of the Property, aged 18 or older.

SECTION 3.02. Members of the Association, entitled to vote on amendments to this Declaration under SECTION 13.01 and on annexations under SECTION 2.02 hereof, shall be Owners. Owners shall be entitled to one vote for each “Unite” (as defined in SECTION 1.17 hereof) they own or hold.

SECTION 3.03. Any member who is in violation of the River Hill Village Covenants, as determined by the Association Board, shall not be entitled to vote during any period in which such violation continues. As member who fails to pay any dues or any special assessment

established by the Association shall not be entitled to vote during any period in which any such dues or assessments are due and unpaid.

ARTICLE IV

ASSOCIATION DUES AND ASSESSMENTS

SECTION 4.01. The Association Board shall have the right to charge members reasonable dues and to assess reasonable pro rata assessments for capital improvements; provided, however, that such dues and assessments shall not be enforceable obligations against any member nor shall they create liens against any part of the Property. The sole remedy for nonpayment of such dues or assessments shall be the suspension of the delinquent member's voting rights (except with respect to the casting of a vote for a representative to the Columbia Council) and the right to use Association Land until such payment is made, but no such suspension shall in any manner relieve the member of the obligation to abide by all River Hill Village Covenants. In order to regain the right to vote and to use Association Land, the delinquent member need pay only the then current dues and assessments and need not pay delinquent dues and assessments for prior years.

ARTICLE V

PROPERTY RIGHTS

SECTION 5.01. Every member shall have a right and easement of enjoyment in and to Association Land and such easement shall be appurtenant to and shall pass with any of the interests described in SECTIONs 1.17 or 1.20 hereof. All rights and easements are subject to the right of the Association, in accordance with the Association Charter and By-Laws;

(a) To limit the number of guests of members in or upon any Association Land or any facilities located thereon;
(b) To charge reasonable admission and other fees for the use of any recreational facilities situated upon Association Land;
(c) To borrow money for the purpose of improving Association Land and in aid thereof to mortgage the same;
(d) To suspend the voting rights and right to use any such recreational facilities by a member (i) for any period during which any dues or any assessment remain unpaid, (ii) for any period during which a violation of the River Hill Village Covenants exists, and (iii) for a period no to exceed thirty (30) days for any infraction of rules and regulations adopted and promulgated by the Association;
(e) To grant easements or rights-of-way to any public utility corporation or public agency;

(f) To dedicate or transfer all or any part of the Association Land to any public agency or authority or to CA for such purposes and subject to such conditions as may be agreed to by the Association and such transferee. No such dedication or transfer shall be effective unless an instrument signed by members entitled to cast two-thirds (2/3rds) of the votes has been properly filed among the records of the Association, agreeing to such dedication or transfer, and unless written notice of the proposed action is sent to every member not less than thirty (30) days nor more than sixty (60) days in advance of the meeting at which such instrument is first presented for signature.

SECTION 5.02. A member's right of enjoyment in Association Land shall automatically extend to all members of his immediate family residing on any part of the Property. No guests shall be entitled to exercise such right of enjoyment or to any use of Association Land except as provided in, and subject to, such regulations as may be promulgated by the Association Board.

ARTICLE VI

COVENANTS FOR MAINTENANCE

SECTION 6.01. Each Owner shall keep all Lots owned by him, and all improvements therein or thereon, in good order and repair, including but not limited to, the seeding, watering and mowing of all lawns, the pruning and cutting of all trees and shrubbery and the painting (or other appropriate external care) of all buildings and other improvements, all in a manner and with such frequency as is consistent with good property management. If, in the opinion of the "Architectural Committee," as hereinafter defined, any Owner fails to perform the duties imposed by the preceding sentence, HRD (or CA or the Association by written delegation of right and authority from HRD) during the Development Period and thereafter CA or the Association, after approval by a two-thirds (2/3rds) decision of the Association Board, and after fifteen (15) days' written notice to the Owner to remedy the condition in question, shall have the right, through its agents and employees, to enter upon the Lot in question and to repair, maintain, repaint and restore the Lot or such improvements and the cost thereof shall be a binding personal obligation of such Owner as well as a lien (enforceable in the same manner as a mortgage) upon the Lot in question. In the event of such action by CA or the Association during the Development Period either of such entities shall act only in its own right pursuant to any such delegation and shall not act as an agent of HRD for such purpose.

SECTION 6.02. The lien provided in Section 6.01 hereof shall be in favor of the entity acting but shall not be valid as against a bona fide purchaser (or bona fide mortgages) of the Lot in question unless a suit to enforce said lien shall have been filed in a court of record in Howard County prior to the recordation among the Land Records of Howard County of the deed (or

mortgage) conveying the Lot in question to such purchaser (or subjecting the same to such mortgage).

ARTICLE VII

ARCHITECTURAL COMMITTEE: ARCHITECTURAL CONTROL

SECTION 7.01. The "Architectural Committee" shall be composed of those three or more individuals so designated from time to time (i) by HRD during the Development Period, CA being entitled at all times after the Development Period to appoint a majority thereof. Except as hereinafter provided, the affirmative vote of a majority of the membership of the Architectural Committee shall be required in order to adopt or promulgate any rule or regulation, or to make any findings, determinations, ruling or order, or to issue any permit, authorization or approval pursuant to directives or authorizations contained herein. With regard to review of plans and specifications as set forth in this Article VII, however, and with regard to all other specific matters (other than the promulgation of rules and regulations) as may be specified by resolution of the entire Architectural Committee, each individual member of the Architectural Committee shall be authorized to exercise the full authority granted herein to the Architectural Committee. Any approval by one such member of any plans and specifications submitted under this Article VII, or the granting of any approval, permit of authorization by one such member in accordance with the terms hereof, shall be final and binding. Any disapproval, or approval based upon modification or specified conditions by one such member shall also be final and binding, provided, however, that in any such case, any applicant for such approval, permit or authorization may, within ten (10) days after receipt of notice of any such adverse decision, file a written request to have the matter in question reviewed by the entire Architectural Committee. Upon the filing of any such request, the matter with respect to which such request was filed shall be submitted to the reviewed as soon as possible by the entire Architectural Committee. Thereafter, the decision of a majority of the members of the Architectural Committee with respect to such matter shall be final and binding.

SECTION 7.02. No Structure shall be commenced, erected, placed, moved on to or permitted to remain on any Lot, nor shall any existing Structure upon any Lot be altered in any way which materially changes the exterior appearance thereof, nor shall any new use be commenced on any Lot, unless plans and specifications (including a description of any proposed new use) thereof shall have been submitted to and approved in writing by the Architectural Committee, but in any event shall include (i) a site plan of the Lot showing the nature, exterior color scheme, kind, shape, height, materials and location with respect to the particular Lot (including proposed front, rear and side setbacks and free spaces, if any are proposed) of all Structures, the location thereof with reference to Structures on adjoining portions of the

Property, and the number and location of all parking spaces and driveways on the Lot; and (ii) grading and landscaping plans for the particular Lot.

SECTION 7.03. The Architectural Committee shall have the right to disapprove any plans and specifications submitted hereunder because of any of the following:

(a) the failure of such plans or specifications to comply with any of the River Hill Village Covenants;
(b) failure to include information in such plans and specifications as may have been reasonably requested;
(c) objection to the exterior design, appearance or materials of any proposed Structure;
(d) incompatibility of any proposed Structure or use with existing Structures or uses upon other Lots in the vicinity;
(e) objection to the location of any proposed Structure upon any Lot or with reference to other Lots in the vicinity;
(f) objection to the grading and landscaping plans for any Lot;
(g) objection to the color scheme, finish, proportions, style of architecture, height, bulk or appropriateness of any proposed Structure;
(h) objection to parking areas proposed for any Lot on the grounds of (i) incompatibility to proposed uses and Structures on such Lot or (ii) the insufficiency of the size of parking areas in relation to the proposed use of the Lot; or
(i) any other matter which, in the judgment of the Architectural Committee, would render the proposed Structure, Structures or uses in harmonious with the general plan of improvement of the Property or with Structures or uses located upon other Lots in the vicinity.

In any case where the Architectural Committee shall disapprove any plans and specifications submitted hereunder, or shall approve the same only as modified or upon specified conditions, such disapproval or qualified approval shall be accompanied by a statement of the grounds upon which such action was based. In any such case the Architectural Committee shall, if requested, make reasonable efforts to assist and advise the applicant in order that an acceptable proposal can be prepared and submitted for approval.

SECTION 7.04. Upon approval by the Architectural Committee of any plans and specifications submitted hereunder, a copy of such plans and specifications, as approved, shall be deposited for permanent record with the Architectural Committee and a copy of such plans and specifications bearing such approval, in writing, shall be returned to the applicant submitting the same.

SECTION 7.05. The Architectural Committee may promulgate rules governing the form and content of plans to be submitted for approval or requiring specific improvements on the

Lots, including, without limitation, exterior lighting and planting, and may issue statements of policy with respect to approval or disapproval of the architectural styles or details, or other matters, which may be presented for approval. Such rules and such statements of policy may be amended or revoked by the Architectural Committee at any time, and no inclusion in, omission from or amendment of any such rule or statement shall be deemed to bind the Architectural Committee to approve or disapprove any feature or matter subject to approval, or to waive the exercise of the Architectural Committee's discretion as to any such matter, but no change of policy shall affect the finality of any approval granted prior to such change. Approval for use on any Lot of any plans or specifications shall not be deemed a waiver of the Architectural Committee right, in its discretion, to disapprove such plans of specifications or any of the features or elements including therein if such plans, specifications, features or elements are subsequently submitted for use on any Lot or Lots. Approval of any such plan and specifications relating to any Lot, however, shall be final as to that Lot and such approval may not be revoked or rescinded thereafter, provided (i) that the Structures or uses shown or described on or in such plans and specifications do not violate any specific prohibition contained in the River Hill Village Covenants and (ii) that the plans and specifications, as approved, and any condition attached to any such approval, have been adhered to and complied with in regard to all Structures on and uses of the Lot in question.

In the event that the Architectural Committee fails to approve or disapprove any plans and specifications as herein provided with sixty (60) days after submission thereof, the small shall be deemed to have been approved, as submitted, and no further action shall be required.

SECTION 7.06. If any Structure shall be altered, erected, placed or maintained upon any Lot, or any new use commenced on an Lot, otherwise than in accordance with plans and specifications approved by the Architectural Committee pursuant to the provisions of the Article VII, such alterations, erection, maintenance or use shall be deemed to have been undertaken in violation of this Article VII and without approval required herein, and upon written notice from the Architectural Committee, any such Structure so altered, erected, placed or maintained upon any Lot in violation hereof shall be removed or realtered, and any such use shall be terminated, so as extinguish such violation.

If fifteen (15) days after the notice of such a violation the Owner of the Lot upon which such violation exists shall not have taken reasonable steps toward the removal of termination of the same, HRD (or CA or the Association by written delegation of right and authority from HRD) during the Development Period and thereafter CA or the Association shall have the right, through its agent and employees, to enter upon such Lot and to take such steps as may be necessary to extinguish such violation and the cost thereof shall be a binding, personal obligation of such Owner as well as a lien (enforceable in the same manner as a mortgage) upon the Lot in question. In the event of such action by CA or the Association during the Development Period, either of such entities shall act only in its own right pursuant to any such delegation and shall not act as an agent of HRD for such purpose. The lien provided in this

SECTION 7.06 shall be in favor of the entity acting but shall not be valid as against a bona fide purchaser (or bona fide mortgages) of the Lot in questions unless a suit to enforce said lien shall have been filled in a court of record in Howard County prior to the recordation among the Lands Records of Howard County of the deed (or mortgage) conveying the Lot in question to such purchaser (or subjecting the same to such mortgage).

SECTION 7.07. Upon completion of the construction or alteration of any Structure in accordance with plans and specifications approved by the Architectural Committee, the Architectural Committee shall, upon written request of the Owner thereof, issue a certificate of compliance in form suitable for recordation, identifying such Structure and the Lot on which such Structure is placed, and stating that the plans and specifications, the location of such Structure and the use or uses to be conducted thereon have been approved and that such Structure complies therewith. Preparation and recording of such certificate shall be at the expense of such Owner. Any certificate of compliance issued in accordance with the provisions of this SECTION 7.07 shall be prima facie evidence of the facts therein stated, and as to any purchaser or encumbrancer in good faith and for value, or as to any insurer, such certificate shall be conclusive evidence that all Structures on the Lot, and the use or uses described therein comply with all requirements of this Article VII, and with all other requirements of this Declaration as to which the Architectural Committee exercises any discretionary or interpretive powers.

SECTION 7.08. The Architectural Committee may charge and collect a reasonable fee for the examination of any plans and specifications submitted for approval pursuant to this Article VII, payable at the time such plans and specifications are so submitted, provided, that such fee shall not exceed the amount chargeable by the appropriate governmental authority for the application for and processing of building permits for structures on the Lot with regard to which such plans and specifications are submitted.

SECTION 7.09. Any agent of HRD or of the Architectural Committee or of CA or the Association when the latter two entities are entitled to exercise rights of enforcement hereunder may at any reasonable time or times enter upon and inspect any Lot and any improvements thereon for the purpose of ascertaining whether the maintenance of such Lot and the maintenance, construction or alteration of Structures thereon are in compliance with the provisions hereof; and neither HRD, CA the Association nor the Architectural Committee nor any such agent shall be deemed to have committed a trespass or other wrongful act by reason of such entry or inspection.

ARTICLE VIII

GENERAL COVENANTS AND RESTRICTIONS

SECTION 8.01. Without the prior written approval of the Architectural Committee:

(a) No Lot shall be split, divided, or subdivided for sale, resale, gift, transfer or otherwise;
(b) No facilities, including poles and wires, for the transmission of electricity, telephone messages and the like shall be placed or maintained above the surface of the ground on any Lot, and no external or outside antennas of any kind shall be maintained, and
(c) No boat trailer, house trailer, trailer, truck or any similar items shall be stored or parked in the open on any Lot.

SECTION 8.02. No tree having diameter of six (6) inches or more (measured from a point two feet above ground level) shall be removed from any Lot without the express written authorization of the Architectural Committee. The Architectural Committee, in its discretion, may adopt and promulgate rules and regulations regarding the preservation of trees and other natural resources and wildlife upon the Property. If it shall deem it appropriate, the Architectural Committee may mark certain trees, regardless of size, as not removable without written authorization. In carrying out provisions of this Section 8.02, the Architectural Committee and its agents may come upon any Lot during reasonable hours for the purpose of inspecting or marking trees or in relation to the enforcement and administration of any rules and regulations adopted and promulgated pursuant to the provisions hereof. Neither the Architectural Committee, nor its agents shall be deemed to have committed a trespass or wrongful act by reason of any such entry or inspection.

SECTION 8.03. No birds, animals or insects shall be kept or maintained on any Lot except for domestic purposes. Under no circumstances shall any commercial or business enterprise involving the use of animals be conducted on the property without the express written consent of the Architectural Committee. The Architectural Committee may, from time to time, publish and impose reasonable regulations setting forth the type and number of animals that may be kept on any Lot.

SECTION 8.04. No sign or other advertising device of any nature shall be placed upon any Lot except as provided herein. The Architectural Committee may, in its discretion, adopt and promulgate rules and regulations relating to signs which may be employed. Signs and other advertising devices may be erected and maintained upon any portion of the Property zoned for industrial or commercial uses if approved by the Architectural Committee, as to color, location, nature, size and other characteristics of such signs or devices.

SECTION 8.05. No temporary building, trailer, garage, or Structure in the course of construction shall be used, temporarily, or permanently, as a residence on any Lot.

SECTION 8.06. No lumber, metals, bulk materials, refuse or trash shall be kept, stored, or allowed to accumulate on any Lot. During construction of any improvements on the Property, the Owner shall keep any construction site free of unsightly accumulations of rubbish and scrap materials, and construction materials, trailers, shacks and the like employed in

connection with such construction shall be kept in a neat and orderly manner. If trash or other refuse is to be disposed of by being picked up and carried away on a regular and recurring basis, containers may be placed in the open, on any day that a pickup is to be made, at such place on the Lot so as to provide access to persons making such pickup. At all other times such containers shall be stored in such a manner so that they cannot be seen from adjacent and surrounding property. The Architectural Committee, in its discretion, may adopt and promulgate reasonable rules and regulations relating to the size, shape, color and type of containers permitted and the manner of storage of the same on the Property.

SECTION 8.07. No water pipe, gas pipe, sewer pipe or drainage pipe shall be installed or maintained on any Lot above the surface of the ground, except hoses and movable pipes used for irrigation purposes. No Lot shall be used for the purpose of boring, mining, quarrying, exploring for or removing oil or other hydrocarbons, minerals, gravel or earth.

SECTION 8.08. HRD (or CA of the Association by written delegation of right and authority from HRD) during the Development Period and thereafter CA and the Association shall have the right to enter upon any Lot and trim or prune, at the expense of the Owner, any hedge or other planting which in the opinion of the Architectural Committee, by reason of its location upon the detrimental to the adjoining property or obscures the view of street traffic or is unattractive in appearance; provided, however, that the Owner shall be given written notice fifteen (15) days prior to such action.

ARTICLE IX

EASEMENTS

SECTION 9.01. Easements and rights-of-way are hereby expressly reserved to HRD in, on, over and under the "easement area," as hereinafter defined, of each Lot, for the following purposes:

(a) For the erection, installation, construction and maintenance of (i) poles, wires, lines and conduits, and the necessary or proper attachments in connection with the transmission of electricity, telephone, community antenna televisions cables and other utilities and other similar facilities, and (ii) stormwater drains, land drains, public and private sewers, pipe lines for supplying gas, water and heat, and for any other public or quasi-public utility facility, service or function, whether above ground or underground; and

(b) For slope control, including the right to grade and plant slopes and prevent the doing of any activity which might interfere with slope ratios approved by HRD or which create erosion or sliding problems, or change, obstruct or retard drainage flow.

HRD and CA, and their respective agents, shall have the right to enter upon all parts of the easement area of each Lot.

SECTION 9.02. The term "easement area" as used herein, shall mean and refer (i) to those areas on each Lot with respect to which easements may be shown on the recorded subdivision plat relating thereto; and in addition (ii) to a strip of land within the log lines of each Lot ten (10) feet in width in the front and rear of the Lot and five (5) feet in width on each side, each said distance being measured in each case from the lot line toward the center of the Lot.

ARTICLE X

ZONING AND SPECIFIC RESTRICTIONS

SECTION 10.01. The River Hill Village Covenants shall not be taken as permitting any action or thing prohibited by the applicable zoning laws, or the laws, rules or regulations of any governmental authority, or by specific restrictions imposed by any deed or lease. In the event of any conflict, the most restrictive provision of such laws, rules, regulations, deeds, leases or the River Hill Village Covenants shall be taken to govern and control.

SECTION 10.02.

(a) Each Owner, by the acceptance of a deed, lease or other instrument conveying any interest in the Property covenants and agrees, as part of the consideration therefor, that he shall not use the Property for any purpose except one or more of those permitted by any and all Land Use Designations and Final Development Plan Criteria set forth on any Final Development Plan (or any phase thereof) affecting the Property, or any portion thereof, filed and recorded among the Land Records of Howard County, Maryland, pursuant to Section 17 (or any successor section or part) of the Zoning Regulations of Howard County, Maryland. This Section 10.02 (a) shall be enforceable solely by HRD and, upon assignment of such right by HRD in any specific instance, by CA or the Association or either of them during the Development Period and, upon expiration of the Development Period, shall terminate.

(b) Every Owner further acknowledges and agrees that such Land Use Designations and Final Development Plan Criteria do not in any way give rise to any legal or equitable right, servitude, easement or other interest appurtenant to the Property or any part thereof.

SECTION 10.03. Neither. the Property or any portion thereof, nor any building or other structure erected thereon shall be used or permitted to be used, temporarily or permanently for any of the following purposes, namely: (i) for the establishment or maintenance thereon of any department store, discount department store or variety store; nor shall any Lot within the said Property except those designated b HRD for Village Center or Neighborhood Center use on

Finai Development Plans be in any way used, or combined with or used in connection with any other property or any other Lot within the Property as a shopping center or as a retail sales establishment other than for purposes specifically permitted by HRD by an instrument executed and recorded as required by law for a deed; (ii) for an amusement park or for the operation of ferris wheels, merry-go-rounds, roller coasters, haunted or fun houses, barrel rolls, side shows, penny arcades, live animal shows, marine life shows or wild animal preserves (provided this (ii) shall not prohibit temporary uses otherwise prohibited for periods not exceeding two consecutive weeks in any three month period or rides intended primarily for children under twelve (12) years of age). The provisions of this Section 10.03 shall inure to the benefit of and be enforceable solely by HRD, shall be capable of being amended or deleted in whole or in part by HRD without the consent of any other person and shall not give any third party any right or cause of action on account of the terms thereof.

ARTICLE XI

RESIDENTIAL PROTECTIVE COVENANTS AND RESTRICTIONS

SECTION 11.01. The provisions of this Article XI shall relate solely to Lots designated by Final Development Plan Criteria for residential uses:

SECTION 11.02. No profession or home industry shall be conducted in or on any part of a Lot or in any improvement thereon on the Property without specific written approval of the Architectural Committee. The Architectural Committee, in its discretion, upon consideration of the circumstances in each case, and particularly the effect on surrounding property, may permit a Lot or any improvement thereon to be used in whole or in part for the conduct of a profession or home industry. No such profession or home industry shall be permitted, however, unless it is considered, by the Architectural Committee, to be compatible with a high quality residential neighborhood. The following activities, without limitation, may be permitted by the Architectural Committee in its discretion: music, art and dancing classes; day nurseries and schools; medical and dental offices; fraternal or social club meeting place; seamstress services.

SECTION 11.03. Anything herein to the contrary notwithstanding, with the written approval of the Architectural Committee and until such approval may be revoked, any Lot or portion thereof may be used for model purposes or for the maintenance of a real estate office during the Development Period.

SECTION 11.04. No clothing or any other household fabrics shall be hung in the open on any Lot unless the same are hung from an umbrella or retractable clothes hanging device which is removed from view when not in use or unless the same are enclosed by a fence or other enclosure at least six inches higher than such hanging articles, provided such fence or other enclosure is approved by the Architectural Committee. No machinery shall be placed or operated upon any Lot except such machinery as is usual in maintenance of a private residence.

SECTION 11.05. Notwithstanding other provisions herein, the Architectural Committee may authorize any Owner with respect to his Lot to:

(a) temporarily use a single family dwelling house for more than on family;
(b) maintain a sign other than as expressly permitted herein;
(c) locate Structures other than the principal dwelling house within set-back areas; or
(d) use Structures other than the principal dwelling house for residence purposes on a temporary basis.

ARTICLE XII

WATERFRONT AREAS AND WATERWAYS

SECTION 12.01. Any Lot which shall abut upon any lake, stream, river, canal or other waterway (hereinafter collectively referred to as "Waterways") shall be subject to the following additional restrictions:

(a) No wharf, pier, bulkhead, or other structure or obstruction shall be built or maintained upon any waterfront site or into or upon any Waterway on the Property or adjacent thereto except with the specific written approval of the Architectural Committee or as to waters owned by it, by CA. In no event shall any such structure or obstruction be permitted if it is deemed to offer any threat whatsoever to safe navigation upon such Waterway or to the safe and convenient use of such Waterway as a recreation facility.
(b) No boat canal shall be constructed upon any Lot nor shall any facility or devise be constructed or installed upon any Lot which shall in any way alter the course of or natural boundaries of any Waterway or which shall involve or result in the removal of wafer from any Waterway.
(c) No boats, boat railways, hoists, launching facilities or any similar type of structures or equipment shall be installed, constructed or maintained upon any Lot, nor shall any boat or boat trailer be stored on any Lot in such manner as to be visible from surrounding properties or from the abutting Waterway.

SECTION 12.02. No boat of any kind shall be operated upon any Waterway on the Property without the prior written approval of CA, and even if such approval is granted, such operation shall conform to all rules and regulations promulgated by CA concerning the use of boats.

SECTION 12.03. No garbage, trash or other refuse shall be dumped into any Waterway on the Property.

ARTICLE XIII

ENFORCEMENT, DURATION AND AMENDMENT

SECTION 13.01. The provisions contained in this Declaration shall run with and bind the Property, shall inure to the benefit of and shall be enforceable by HRD (or CA or the Association by, written delegation of right and authority from HRD) during the Development Period and thereafter, except as to Section 10.03 hereof, by CA, the Association and the Owner of any Lot included in the Property, their respective legal representatives, heirs, successors and assigns until the 31st day of December, in the year 2041, after which time said provisions shall be automatically extended for successive periods of ten years. This Declaration may not be amended in any respect (except with regard to the annexation of additional properties set forth in Section 2.02 hereof) except by the execution of an instrument signed by the Owners of not less than 60% of the Lots, which instrument shall be filed for recording among the Land Records of Howard County, Maryland, or in such other place of recording as may be appropriate at the time of the execution of such instrument. After December 31, 2041, this Declaration may be amended and/or terminated in its entirety by an instrument signed by not less than 67% of the Lot Owners which instrument shall be filed for recording among the Land Records of Howard County, Maryland, or in such other place of recording as may be appropriate at the time of the execution of such instrument.

ARTICLE XIV

GENERAL

SECTION 14.01. Except as otherwise provided herein, violation or breach of any provision herein contained shall give HRD, CA or the Association, to the extent that any of them may have a right of enforcement thereover, their respective legal representatives, heirs, successors and assigns, in addition to all other remedies, the right to enter upon the land upon or as to which such violation or breach exists, and summarily to abate and remove at the expense of the Owner thereof, any Structure, thing or condition that may be or exist thereon contrary to the intent and meaning of the provisions hereof; and the said parties shall not thereby be deemed guilty of any manner of trespass for such entry, abatement or removal. Nothing herein contained shall be deemed to affect or limit the rights of the Owners of the Lots within the Property, when entitled to do so, to enforce the River Hill Village Covenants by appropriate judicial proceedings.

SECTION 14.02. The failure of HRD, CA, the Association or the Owner of any Lot included in the Property, their respective legal representatives, heirs, successors and assigns, to enforce any provisions herein contained shall in no event be considered a waiver of the right to do so thereafter, as to the same violation or breach or as to any violation or breach occurring prior or subsequent thereto.

SECTION 14.03. No provision herein is intended to be, or shall be construed as, a condition subsequent or as creating a possibility of reverter.

SECTION 14.04. The determination by a court that any provision thereof is invalid for any reason shall not affect the validity of any other provision hereof.

SECTION 14.05. Damages shall not be deemed adequate compensation for breach or violation of any provision hereof, but any person or entity entitled to enforce any provision hereof shall be entitled to relief by way of injunction as well as any other available relief either at law or in equity.

SECTION 14.06. Any party to a proceeding who succeeds, by way of judgment which becomes final, in enforcing a provision or enjoining the violation of a provision against a Lot Owner may be awarded a reasonable attorney's fee against such Lot Owner.

SECTION 14.07. HRD, CA and the Architectural Committee, the latter two entities in those cases where specifically authorized herein to act, shall have the right to construe and interpret the provisions of this Declaration, and in the absence of an adjudication by a court of competent jurisdiction to the contrary, its construction or interpretation shall be final and binding as to all persons or property benefitted or bound by the provisions hereof. Any conflict between any construction or interpretation herein provided for and that of any other person or entity entitled to enforce the provisions hereof shall be resolved in favor of the construction or interpretation of HRD (or of CA or the Architectural Committee when acting as set forth above).

CA and the Architectural Committee to the extent of their respective functions hereunder and rights specifically provided herein, may adopt and promulgate reasonable rules and regulations regarding the administration, interpretation and enforcement of the provisions of this Declaration. In so adopting and promulgating such rules and regulations, and in making any finding, determination, ruling or order or in carrying out any directive contained herein relating to the issuance of permits, authorizations, approvals, rules or regulations, CA and the Architectural Committee shall take into consideration the best interests of the Owners and Tenants and of the Property to the end that the Property shall be preserved and maintained as a high quality community.

In granting any permit, authorization, or approval, as herein provided, CA and the Architectural Committee may impose any conditions or limitations thereon as they shall deem advisable under the circumstances of each case in light of the considerations set forth in the immediately preceding paragraph hereof.

SECTION 14.08. The headings of the Articles herring are for convenience only and shall not affect the meaning or interpretation of the contents thereof.

SECTION 14.09. No violation of any of these River Hill Village covenants shall defeat or render invalid the lien of any mortgage made in good faith and for value upon any portion of the Property; provided, however, that any mortgagee in actual possession, or any purchaser at any mortgagees' or foreclosure sale shall be bound by and subject to these River Hill Village Covenants as fully as any other Owner of any portion of the Property.

SECTION 14.10. Each grantee accepting a deed, lease or other instrument conveying any interest in any Lot, whether or not the same incorporates or refers to this River Hill Village Covenants, covenants for himself, his heirs, successors and assigns to observe, perform and be bound by these River Hill Village Covenants, and to incorporate the same by reference in any deed or other conveyance of all or any portion of his interest in any real property subject hereto.

SECTION 14.11. Terminology herein relating to gender and number if employed for convenient expression and not for purposes of limiting the applicability of the provisions hereof. The use of the singular shall be taken to include the plural and the use of the masculine gender shall be taken to include all genders.

Witness the due execution hereof as of the day first above written.

ATTEST:

Secretary

COLUMBIA ASSOCIATION, INC.

By: Vice President

(CORPORATE SEAL)

WITNESS:

(SEAL)

ATTEST:

Assistant Secretary

THE HOWARD RESEARCH AND DEVELOPMENT CORPORATION

By: Vice-President

(CORPORATE SEAL)

STATE OF MARYLAND)
) ss:
COUNTY OF HOWARD)

I HEREBY CERTIFY that on this 13 day of August, 1991, before me the subscriber, a Notary Public of the State of Maryland, personally appeared Pamela J. Nash, Vice-President of COLUMBIA ASSOCIATION, INC., a corporation of the State of Maryland, and that he, as such officer, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself as such officer, and he acknowledged the same to be the act and deed of said corporation.

IN WITNESS WHEREOF, I hereunto set my hand and affix my notarial seal.

Katherine Plaskowitz
Notary Public

My Commission Expires: June 1, 1994

STATE OF MARYLAND)
) ss:
COUNTY OF HOWARD)

I HEREBY CERTIFY that on this 12th day of August, 1991, before me the subscriber, a Notary Public of the State of Maryland, personally appeared Nancy Volpe, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument, and he/she acknowledged the same to be his/her act and deed.

IN WITNESS WHEREOF, I hereunto set my hand and affix my notarial seal.

Patricia D. Skeen
Notary Public

My Commission Expires: 5/23/94

STATE OF MARYLAND)
) ss:
COUNTY OF HOWARD)

I HEREBY CERTIFY that on this 12th day of August, 1991, before me the subscriber, a Notary Public of the State of Maryland, personally appeared David E. Forester, Vice President of THE HOWARD RESEARCH AND DEVELOPMENT CORPORATION, a corporation of the State of Maryland, and that he, as such officer, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself as such officer, and he acknowledged the same to be the act and deed of said corporation.

IN WITNESS WHEREOF, I hereunto set my hand and affix my notarial seal.

Patricia D. Skein
Notary Public

My Commission Expires: 5/23/94

Exhibit A

All of the Property located in the Sixth Election District of Howard County, Maryland as shown on the Plate entitled "Columbia Village of River Hill, SECTION 1, Area 3, Phase II, Sheets 1 through 3, inclusive, as recorded among the Land Records of Howard County, Maryland in Plat Books 9981 through 9983 inclusive.

Return to: Joyce Unger
The Rouse CompanY
Rouse Building
10275 Little Patuxent Parkway
Columbia, Maryland 21044

RIVER HILL COMMUNITY ASSOCIATION

Architectural Guidelines

Claret Hall, 6020 Daybreak Circle, Clarksville, Maryland 21029

PH: 410-531-1749 | FAX: 410-531-1259

Email: riverhill@villageofriverhill.org

Revised March 2022

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Preamble To The Architectural Guidelines

As you read the River Hill Community Association (the "Village") Architectural Guidelines (the "Guidelines"), you likely have one of two goals in mind: either you are a current resident contemplating a property alteration or you are a new/potential resident educating yourself as to the Architectural Guidelines which affect our community.

Columbia was created in the 1960s based on James Rouse's vision that a "better city" could be built. He and his planners envisioned the creation of a human-centered community—a community that "grew people." Their concept developed out of the social consciousness of the period and was a response to our Nation's experiences with urban blight and suburban sprawl. Goals of the Columbia project include:

- Respect for the land;
- Creation of a "real city" that is open to people of all ethnic and socioeconomic backgrounds; and
- Creation of an environment that provides for the "growth of man, woman, and family."

Columbia's physical design reflects these social objectives. Two key elements of the concept were the creation of neighborhoods and villages within the city and the importance of aesthetics. By designing portions of the community as open space available for common use, the developers sought to enhance the relationships between the city's residents as well as each resident's relationship with the environment.

From the outset, Covenants were created for each Village in order to balance the needs and wants of the property owner with the philosophy behind the development of the community. In the spirit of fostering a sense of community and resident connection, the Covenants establish Village Architectural Committees (ACs). The Covenants also ensure minimum standards for land use, architectural design, and property maintenance, and provide for the architectural review process.

In each Village, the architectural review process and associated Architectural Guidelines advise Columbians when making changes to their properties. That the process is succeeding is evident by what is not seen in River Hill: there are no designs, color schemes, or materials that detract from the harmonious "whole" and instead, all development enhances the livability and enjoyment of our community. In order to ensure the continued success of this process, the Village of River Hill does everything possible to ensure that all property owners make changes to their property consistent with the goals of the Columbia concept and design to further the enjoyment of our community by its residents. The River Hill Village Covenants and Architectural Guidelines are our tools to achieve these goals.

A single set of Guidelines does not apply to all of Columbia. The River Hill Architectural Guidelines were developed from other Columbia Village Guidelines and have been adapted to the unique situations found in River Hill. Every effort is made in our Guidelines and through the review process to promote privacy and individual tastes while at the same time both protecting the owners' property rights and avoiding encroachment on or interference with the rights of neighbors to privacy and comfort. For example, in some areas of River Hill, the lots are small, the houses are relatively large, and thus, the open space is constricted. In applying the Guidelines to such areas, consideration is given to the impact of the proposed modification on open space and adjoining properties.

The Guidelines have been modified from time-to-time. Guideline evolution and modification is a very public process and approval of all modifications rests with the members of the Architectural Committee.

It is the sincere hope of the River Hill Architectural Committee (RHAC) that you find the Architectural Guidelines reasonable, appropriate, and easy to apply to your property. Residents should consider serving on the Architectural Committee or at least attending a meeting to see what we are all about. You may even meet some neighbors, people who have chosen Columbia as home for the same reasons you have!

Answers to Commonly Asked Questions

Q. What are the Covenants?

The Covenants are a set of legal documents which are binding on you as the owner of property in River Hill. The Covenants "run with the land," i.e., they also bind future owners. The Covenants ensure minimum standards for land use, architectural design, and property maintenance. The Covenants allow for the operation of the River Hill Community Association, River Hill Architectural Committee, and generally provide for the architectural review process. You should have received these documents upon entering your housing contract, whether you purchased or rented your home from a builder or resident. Similar Covenants exist in all other Columbia villages. Copies of the Covenants may be obtained from the Village office in Claret Hall.

Q. Why do we have Architectural Guidelines?

The Covenants establish general criteria for architectural changes and property maintenance through the Architectural Guidelines. These guidelines are designed to interpret those criteria and, generally, to prevent excesses and abuses while allowing individual flexibility in property use, as well as keeping our community an attractive and desirable place which will conform to the Covenants.

Q. What is the Architectural Committee?

The River Hill Architectural Committee, or RHAC, is responsible for review and final approval of all exterior alterations to existing property, and in-home businesses. Each member of the RHAC has the authority to approve or disapprove applications that come before it. The RHAC shall be composed of three or more individuals designated by the Columbia Association (CA) and the River Hill Community Association (RHCA), with CA being entitled to approve a majority thereof.

Q. How does the Architectural Review process work?

A resident wishing to make an exterior alteration or establish an in-home business completes an application form and submits it to the Covenant Advisor. A list of pending applications is published and/or posted on the Village web site at www.villageofriverhill.org, at the Village office in Claret Hall and in *The Villager*—the association's newsletter. The Resident Architectural Committee (RAC) makes recommendations on applications at a public meeting which interested residents are encouraged to attend. The applications are then forwarded to the designated RHAC Sign-off-Representative for final action.

The entire process can be expected to take 5-6 weeks. The Village Covenants allow up to 60 days for review. If the applicant is not satisfied by the decision, the applicant can appeal the decision to a committee comprised of a quorum of the RHAC. The Village Covenant Advisor will assist residents in preparing and filing applications.

Q. What if I don't wait for approval?

Proceeding with an alteration or in-home business prior to obtaining written approval is prohibited by the Covenants and is done at your own risk. Unless your alteration fell within the criteria under these guidelines for certain alterations not requiring an application, your property would be in violation of the Covenants. Another resident could make the RHAC aware of this violation. You could then face the cost of removing or modifying the alteration/in-home business to comply with the RHAC's decision. A Covenant violation could ultimately impair your ability to sell the property. In considering applications, the RHAC will not be influenced for or against the application if work is commenced prior to approval, so residents are strongly urged not to undertake construction or operation in advance. Prospective purchasers should check with the current owner, the village office, and the RHAC to see if all alterations on a property have RHAC approval.

Q. What if I have a complaint?

Complaints, which remain anonymous, should be brought to the attention of the Covenant Advisor who may investigate to verify if a violation exists. The property owner will be notified and asked to correct the violation either by removal, by submission of an acceptable application, or by repair in the case of a maintenance problem. Most problems are resolved at this stage. However, if no action is taken by the homeowner to correct the violation, a formal notice is sent stating that legal remedies may be initiated. A letter stating that the property is in compliance will not be issued if a violation exists, and this may affect property resale. Realtors may be notified of known Covenant violations.

Q. What is a Certificate of Compliance?

A Certificate of Compliance for a newly completed home is a document which certifies that all original builder construction is completed according to approved plans and will be issued by the RHAC. A Letter of Compliance is issued only upon request (such as resale) and certifies that all subsequent alterations were approved by the RHAC and comply with the Covenants. It is the property owner's responsibility to make sure that the alteration is constructed within the property lines and meets Covenant guidelines.

The Architectural Review Process

Residents who are considering an exterior alteration to their house or property or starting a profession or in-home business should review the River Hill Covenants and the RHCA Guidelines for Exterior Alterations, Maintenance, Profession, and Home Businesses. If there are any questions, please contact the Covenant Advisor.

A written application to the River Hill Architectural Committee is required for every new structure placed upon a lot and for most alterations made to existing structures. The Association has established a Fast Track Review Process for some changes. The purpose of the guidelines is to assist the resident in planning exterior alterations/in-home businesses by noting the types which will normally be approved, and to ensure that an application will provide the RAC with all necessary information to thoroughly evaluate the application as quickly as possible. Howard County requires a building permit and inspection for many types of alterations, and the resident should call Howard County directly at (410) 313-2455 to determine if a building permit is necessary. Although the RHAC assume no responsibility for monitoring Howard County Building Codes, a known code violation would be adequate grounds for denial of the application.

I. Application Procedure—for Standard and Fast Track Applications

A. Obtain an "Exterior Alteration Application" or "In-Home Business Application" from the RHCA office, Covenant Advisor or online at www.villageofriverhill.org/covenants/how-to-apply.

B. Fill out the application as follows:

1. Identification of location: All applications should include name, address, lot number, telephone numbers of tenant/owner/applicant (home and work) and the APPLICATION MUST BE SIGNED BY THE OWNER, OR OWNER AND THE TENANT.

2. Description of changes: The application must include a certified site plan (plat) indicating the relationship of the structure to applicant's house, all adjacent houses and property lines. This plat can be the diagram of your property that was attached to your purchase contract. You may draw the proposed alteration in by hand. If available, also include a picture or detailed drawing, manufacturer's drawing, photograph, color samples, description of materials, all dimensions, and any other information pertinent to the alteration.

C. Return the application to the address shown on the application.

D. Completed applications under the Fast Track and the Standard Review Processes are posted on the Association website at www.villageofriverhill.org, at the village office in Claret Hall, and in most cases in the village newsletter, *The Villager*. Residents may call the village office for information on pending applications.

The RAC will typically meet twice per month, at a publicized location or via Zoom. The meetings are open to the public and residents whose applications are to be considered.

All professions and in-home businesses require written approval, which must be renewed after one year, and every two years thereafter and in the event of any change from the original application. If, after approval, other properties become affected by the profession or in-home business a reconsideration of the approval by the RHAC may be necessary. Please refer to Article XI, Section 11.02 of the River Hill Covenants for further information. Residents should be aware of county zoning when considering an in-home business.

II. Review Process—Fast Track Applications

A. A completed Exterior Alteration Application may be submitted under the **Fast Track** process by noon any Friday that Claret Hall is open. Due to scheduling conflicts and unforeseen circumstances, the Fast Track process may not be available during all weeks of the year. Please check the Architectural Guidelines to note whether the alteration you desire is eligible for the **Fast Track** process. The application form for the Fast Track process is the same form used for all Exterior Alterations Application requests.

1. Include the proposed change/alteration description, site plans, drawings and samples, and the owner's signature.

2. Covenant Advisor reviews the application for completeness. If it meets ***Fast Track*** criteria, it goes directly to the Sign-off Representative. If the application is incomplete (at the time of submission and/or not eligible for the Fast Track process), it will be reviewed at the regularly scheduled Resident Architectural Committee (RAC) meeting.

3. A complete application includes plot plan, samples, drawings, and all pertinent measurements. If the application is complete and meets the criteria for ***Fast Track*** review, it will then be reviewed by a member of the Architectural Committee.

4. AC Sign-off Representative makes a decision about the application.

5. Covenant Advisor notifies applicant of AC decision. Confirmation in writing will follow. If an application does not meet all the criteria for the ***Fast Track*** process, the Covenant Advisor will move the application to the regular review process. **The decision to move an application to the standard process is final.**

NOTE: Any application from a townhouse or condominium must include the local association signature denoting approval or disapproval **at the time** of submission. Due to scheduling conflicts and unforeseen circumstances, the ***Fast Track*** process may not be available during all weeks of the year.

B. Exterior Alterations available for ***"Fast Track"*** process:

- Attic Ventilator
- Clotheslines
- Gutters/Downspouts (Addition, Relocation, Material Change).
- House Numbers
- Lights/Lighting (if to remain basically the same style and wattage).
- Roofs
- Radon Units
- Skylights
- Storm Doors
- Trees (fitting certain criteria) such as danger to home, health, and property.

III. Review Process—Standard Application

A. Prior to the RAC's consideration of an application, RAC members will, in most cases, view the site and may talk to the applicant. Residents are urged to cooperate in this process.

B. The agenda of the RAC meeting will observe the following priorities:

1. Sign in will begin ½ hour prior to the RAC meeting.
2. Applications from residents in attendance are reviewed in the order of sign-in.
3. Residents who wish to address the committee will identify themselves when that application comes up for review.
4. The Committee member assigned to review the application will present it. The resident will address any questions. Finally, any resident who wishes to address the committee on that application will speak. The RAC will then make its decision.
5. Remaining applications.
6. Other business.

C. Applications will be presented to the RAC by the member(s) who reviewed the site, or the Covenant Advisor. After discussion, the RAC acts on the application by either of the following:

1. Recommends approval, approval with conditions, or disapproval. The application is then forwarded to the Sign-off Representative.
2. Tables the application for stated reasons until the next meeting.

D. A designated member of the RHAC, the Sign-off Representative, reviews the RAC recommendations and then takes final action (as detailed in Section 7.01 of the River Hill Village Covenants). The designated RHAC member is not bound to accept the RAC recommendation. A statement of reasons must accompany any application that is disapproved.

NOTE: Residents generally receive final RHAC approval within 7-10 business days after RAC review. If an alteration is started prior to receiving approval, it is done at the applicant's risk.

IV. Appeal Process

In accordance with Article VII, Section 7.01 of the River Hill Village Covenants, if the applicant disagrees with the decision of the River Hill Architectural Committee, the following process should be followed for an appeal of that decision:

A. File a written request for an appeal to the River Hill Architectural Committee (RHAC) within 10 days after receipt of notice of their decision. The written request should be sent to:

The River Hill Architectural Committee
c/o Covenant Advisor
6020 Daybreak Circle
Clarksville, Maryland 21029

B. The Covenant Advisor will set a date for the review of the application. The appellant will be notified of the time and place.

C. All documents and other material relevant to the appeal shall be provided to the Covenant Advisor (to be distributed to the Committee) a minimum of 10 days prior to the hearing.

D. Prior to the hearing, each Committee Member will review all documents and other material provided. If needed, each Committee Member may request additional information and/or may visit the site prior to the hearing.

E. The Appellant:

1. May choose to abide by the decision of the Architectural Sign-off Representative and withdraw the appeal.

2. May reschedule an appeal hearing. An appeal may be rescheduled only once.

F. The RHAC Committee:

1. May cancel the appeal if the appellant fails to provide requested information in a timely fashion.

2. If the appellant misses two scheduled meetings, the Committee may make a decision based on the information available to them: including the original decision of the Architectural Sign-off Representative.

G. The hearing will be a public meeting. All decisions will be made in the public session.

V. Completed Projects

A. Once work has begun on an approved Exterior Alteration Application, the work must be completed within 120 days of the start of work. Extenuating circumstances should be brought to the attention of the RAC by notifying the Covenant Advisor.

B. Any variances from the original approval terms require that an amendment to the application be submitted and reviewed by the RHAC. A major modification will require a new application and approval.

C. Upon completion of the alteration, the resident should send notice of such completion to the address indicated on the approved application to ensure that his/her lot file is kept current.

Additional Information

Letter of Compliance Procedures

A. Upon request, the Covenant Advisor will inspect the property to verify compliance with the Covenants and all approved applications of record. If the property is in compliance, a statement to this effect will be issued.

B. A Letter of Compliance will not be issued if there are unapproved alterations or any other Covenant violations on the property. This might affect property resale and realtors may be notified.

Covenant Enforcement Process Summary

A. Alleged violations may be reported by anyone to the Covenant Advisor. Complaints remain anonymous and must be verified by the Covenant Advisor prior to any action.

B. Violations will be processed in the following manner:

1. Letters will be sent to the violator and/or property owner. The letter or letters shall clearly state the nature of the Covenant violation.

2. If there is no response within the prescribed time limit, the Covenant Advisor may request the RHAC and the RHCA Board of Directors serve notice in accordance with the Covenants, and to otherwise enforce the Covenants as permitted therein.

Lot Lines

A. The plot plan submitted with an application for exterior alteration is not always an accurate scale diagram of the lot. Therefore, when considering the application, the RAC and the RHAC cannot verify that the alteration as ultimately built will be located within the property lines and applicable set-back requirements.

B. It is the homeowners' responsibility to make sure that the alteration is constructed within the property lines of the lot and within applicable set-back requirements.

GUIDELINE No.1

Additions

An Exterior Alteration Application must be submitted for all additions. Additions include, but are not limited to, garages, greenhouses, porches, rooms, outdoor rooms, deck enclosures, and any enclosed, partially enclosed, or "bump out" extension of the house.

Exterior Alteration Application Requirements

The application must include:

- Diagrammed plot plan labels with the new addition. **Note: Applications without a diagrammed plot plan will not be accepted.**
- Drawings to scale of new construction with:
  (1) floor plan
  (2) roof plan
- SDP (Site Development Plan) or similar item that will show relationship to other homes.
- Elevation views to include:
  (1) Bird's eye/Top view
  (2) Side views
  (3) Front view
  (4) Rear view
- All pertinent dimensions/measurements and locations of such features as floors, windows, doors, rooflines, trim, and new exterior fixtures in relationship to the existing structure.
- Description of materials, including type, style and color of siding material, color and type of roof, color and type of trim material, lighting fixtures, and windows.
- Samples, brochures, and/or manufacturer's pictures of the proposed materials, colors, etc.
- Grading/drainage plans.
- Pitch of new roof (if applicable).
- Lighting plans with description, bulb type, and wattage.
- Skylight plans with description and dimensions,
- Deck Plan (for screened-in porches).
- Steps, walkway, landing, patio with dimensions (include on plot plan).
- Landscaping and/or screening plans as applicable.
  See GUIDELINE No.47—SCREENING.
  See GUIDELINE No. 28a,b,c—LANDSCAPING.

- Designation on the plot plan of relocation or removal of existing items/structures (i.e., trees, landscaping).
- Any other information requested by the Architectural Committee representatives in relation to review of the application.

Approval

Your application will most likely be approved if it meets the following criteria:

1. The color, style, and texture of the new materials are the same as or compatible with the existing materials of the primary dwelling.
2. The style, size, and color of new windows and doors are compatible in style and proportion with those of the existing dwelling.
3. New windows and doors are located vertically on walls at the same approximate height as those of the existing dwelling and are trimmed in the same or a similar manner.
4. Eaves and fascia are the same depth, style, and approximate height of existing eaves and fascia.
5. New roofs should have the same approximate slope, material, and color as the roof of the existing dwelling.
6. The Additions/Alteration will not impair the view, amount of sunlight, or ventilation of adjacent residences, and will not have negative visual impact on the neighborhood, or the public's use or enjoyment of open space.
7. Additions do not create situations in which adjacent neighbors will have difficulty adding to, modifying, or maintaining existing dwellings.
8. New windows, doors, lighting or viewing areas from the addition will not impinge upon existing internal or external private areas of adjacent residences.
9. Additions do not adversely affect drainage conditions on adjacent properties.
10. If an existing deck, screened porch, etc., is to be further modified for year-round use, all materials must match the house exactly as to siding, roof, etc.

For building permit information call Howard County at (410) 313-2455. Before digging, call "Miss Utility" toll free at 1-800-257-7777 for existing utility and cable locations.

GUIDELINE No.2

Animal Control

Howard County law requires owners to pick up after their pets and dispose of waste material in a sanitary manner or face legal penalties. This applies to dogs AND cats, ON and OFF one's property, which includes all open space and public lands. Howard County animal control laws state, "A domesticated animal is 'at large' when it is not on a leash and under the control of a responsible person." All dogs in Howard County are required to be licensed. No wild, exotic, or "game" type animals shall be maintained on any residential lot. Complete copies of the animal control laws, and violation forms are available at the Village Office, or call Howard County Animal Control at (410) 313-2780. Citizens having animal problems may use these remedies:

- Personally bring the problem to the attention of the animal owner.
- Restrain the animal if found on your property and contact Animal Control for pick-up at (410) 313-2780.
- Write or call Animal Control about the problem requesting action; and
- File a Violation Affidavit. This is a formal, notarized statement describing the problem (dates, times, etc.) to be sent to:

  Animal Control Division
  3430 Court House Drive
  Ellicott City, Maryland 21043

- As a last resort, citizens can take the offense directly to the Commissioner of the Howard County District Court by having a summons issued to the pet owner.

GUIDELINE No.3

Antennas and Satellite Dishes

An Exterior Alteration Application must be submitted for:

- Satellite dishes that are one meter (39 inches) or more in diameter.
- All satellite dish antennas (regardless of size) that are mounted on a pole exceeding 12 feet in height.
- All broadcast service antennas exceeding 12 feet in height.

Exterior Alteration Application Requirements

The application must include:

- Diagrammed plot plan labeled with the new location of the alteration. **Note: Applications without a diagrammed plot plan will not be accepted.**
- Description of the satellite dish or antenna size and material.
- Landscaping plan for screening.
  See GUIDELINE No.47—SCREENING.

Approval

Your application will most likely be approved if it meets the following conditions:

1. The antenna is installed in the least visible location on the lot that will not substantially degrade reception.
2. The antenna is placed to blend in with the surroundings. Possible locations include rear deck floor, rear section of the roof, adjacent to chimneys, and rear yards.
3. Cables and wires associated with the installation of a dish are secure and in the least visible location.
4. The type and dimensions of screening plants, shrubs etc. at maturity are provided.

NOTE: Applications for antennas and satellite dishes will be reviewed on a case-by-case basis as screening and painting of antenna poles may be required. The following factors will also be taken into consideration: 1) size and visibility from adjoining properties and from the street, 2) screening for satellite dishes installed on the ground. Screening should shield the dish from the view of other properties. Screening with landscaping /or fencing increases the likelihood of application approval. An application is required for screening. See GUIDELINE No.47—SCREENING for relevant criteria.

GUIDELINE No.4

Apiaries

Apiaries will not be allowed in townhouse or condominium communities. An Exterior Alteration Application must be submitted for all apiaries requested for single family homes and will only be allowed on a case-by-case basis. Apiaries will not be allowed as an in-home business.

Exterior Alteration Application Requirements

The application must include:

- Diagrammed plot plan labeled with the location of the apiary. **Note: Applications without a diagrammed plot plan will not be accepted.**
- Description of and number of hives.
- Landscaping plan for screening and flight path prevention.
- Description of barriers.
- Flight path information.
- Registration of hives.

Approval

Your application for an apiary will most likely be approved if you meet the following conditions:

1. The hives are registered with the State of Maryland.
2. Hives are located no closer than 300 feet to any house or building used as a dwelling other than a house or building owned by the applicant.
3. Apiary does not endanger public health or safety or create unreasonable interference with the use of others' property.
4. Adequate flight dispersing barriers are constructed and maintained that do not serve as a nuisance to nearby residences or Open Space areas that are for the enjoyment of the public.
5. Apiary is not closer than one hundred (100) feet from public walking paths.

NOTE: In the State of Maryland beehives must be registered. The apiary plan will clearly denote provisions for the containment and maintenance of the bees in a manner that they will not endanger other residents or the public or create an unreasonable interference with the use of others' property.

GUIDELINE No.5

Attic Fans

Fast Track Available

An Exterior Alteration Application must be submitted for all attic fans.

Exterior Alteration Application Requirements

The application must include:

- Diagrammed plot plan, showing the location of the attic fan. **Note: Applications without a diagrammed plot plan will not be accepted.**
- Dimensions, color, style of fan.
- Description of the material and/or manufacturer's drawing.

Approval

Your application will most likely be approved if you meet the following conditions:

1. The style, color, materials, size, and proportion complement the architectural character and existing color scheme of the house.
2. The attic fan is low profile.
3. The fan is mounted on the least visible slope of the roof.
4. The exhaust fan trim blends in with or matches the roof color.

GUIDELINE No.6

Awnings and Sun Trellises

An Exterior Alteration Application must be submitted for all Awnings and Sun Trellises.

Exterior Alteration Application Requirements

The application must include:

- Diagrammed and labeled plot plan with the placement of the alteration in relation to the house. **Note: Applications without a diagrammed plot plan will not be accepted.**
- All pertinent dimensions/measurements.
- Method of attachment (where) applicable.
- Description of materials, including type and color of siding material, roof material, trim material, lighting fixtures, and windows.
- Samples, brochures, and/or manufacturer's pictures of the proposed materials, colors, etc.
- Pitch of new roof (if applicable).
- Lighting plans (if applicable) with description, bulb type, and wattage.
- Description of any planned relocation or removal of existing items/structures (i.e. trees, landscaping).

Approval

Your application will most likely be approved if you meet the following conditions:

1. The style, color, materials, size, and proportion complements the architectural character and existing color scheme of the house.
2. Proposed awnings are wood or cloth.
3. Awnings are not metal (including aluminum) or fiberglass. These awnings are **NOT ALLOWED**.
4. Awnings are of a straightforward design, of a solid, natural color, and without embellishments such as fringes, contrast trim, etc. Awnings with very little or no visual impact may have stripes that are natural in color or that complement the house and will be considered on a case-by-case basis.
5. Awnings do not significantly impair the view, amount of sunlight, or ventilation of adjacent residences or the public's use or enjoyment of open space.

NOTE: If awnings are to be removed after installation, the pipe frames must be removed, and any necessary repairs must be made.

GUIDELINE No.7

Basketball Equipment (Portable, Permanent, Attached)

An Exterior Alteration Application must be submitted for all basketball equipment, freestanding and attached, temporary or permanent.

Exterior Alteration Application Requirements

The application must include:

- Diagrammed plot plan showing the location of the basketball unit. **Note: Applications without a diagrammed plot plan will not be accepted**.
- Completed Basketball Worksheet.
- Description of proposed unit.
- Description of the backboard color.
- Manufacturer's drawing or photograph.
- Color of the pole.
- Height of the rim.
- Description of how and where the equipment will be anchored (for attached units).
- Plans for screening as applicable. See GUIDELINE No.47—SCREENING.
- Signature of affected neighbors.

Approval

Your application for free-standing, portable or permanent basketball equipment will most likely be approved if you meet the following conditions:

1. The backboard is a quality, commercial one.
2. The backboard is clear, white, graphite (gray), with hoop, stripe, and net.
3. The proposed placement provides reasonable visual and noise consideration for neighbors.
4. Appropriate screening is proposed (where applicable). See GUIDELINE No.47—SCREENING.

Front of House Placement

1. Placement is at the side of the driveway away from the applicant's house toward the side property line.

2. The basketball equipment is no more than 20 feet or less than 3 feet from the front of the garage, and no more than 4 feet from the sideline of the driveway.
3. There is a minimum of 7.5 feet between the backboard and the side property line and a minimum of 20 feet or half the length of the driveway (whichever is less) from the front property line to the backboard.
4. The basketball hoop faces the driveway.
5. You have obtained written permission of all owners if you have a shared driveway.

Rear of House Placement

1. Placement is 10 feet or more from the rear and side property lines (although this placement will be considered on a case-by-case basis).

NOTE: Basketball equipment is not and will not be approved in the Howard County Right of Way (ROW: the street, the sidewalk, street tree easements, and the cul-de sacs.) Residents with complaints about basketball equipment in the County Right of Way may contact Howard County at 410-313-7450.

GUIDELINE No.8

Boats, Trailers, Trucks and Recreational Vehicles

Section 8.01 of the River Hill Village Covenants states that without prior written approval of the Architectural Committee, "No boat trailer, house trailer, trailer, truck or any similar items shall be stored or parked in the open on any lot." Boats, campers, and motor homes are similarly regulated.

Exterior Alteration Application Requirements

The application must include:

- Diagrammed plot plan showing the location of the vehicle. **Note: Applications without a diagrammed plot plan will not be accepted.**
- Elevation drawings of the house and driveway showing the appearance of the vehicle on driveway in relation to adjacent and surrounding properties.
- Dimensions of driveway.
- Dimensions of vehicle.
- Dimensions of vehicle in relation to driveway.
- Description of material to be used to screen vehicle from adjacent properties. See GUIDELINE No.47—SCREENING.

Approval

Your application will most likely be approved if it meets the following criteria:

1. Vehicle size does not obscure view of street traffic.
2. Size of the vehicle does not obscure the ability of adjacent neighbors to ingress or egress their driveways safely.
3. Screening does not significantly impair the view or amount of sunlight of adjacent residences.
4. Screening is not unattractive in appearance.

NOTE: Trucks and multi passenger vehicles are defined as vehicles exceeding 2000 lbs. with exterior signing or lettering; with or without an open, loaded or flatbed rear section; with area for a ladder and tool carrying capacity. This includes pickup trucks with or without signage that are used for commercial hauling; Full-Size vans, Minivans and SUVs weighing between 13,000 and 33,000 lbs. and heavy trucks that are used for local delivery and public service commercial purposes.

GUIDELINE No.9

Chimney and Flue Additions

An Exterior Alteration Application must be submitted for all Chimneys and Flues.

Exterior Alteration Application Requirements

The application must include:

- Diagrammed plot plan, showing the location of the chimney or flue to the house. **Note: Applications without a diagrammed plot plan will not be accepted.**
- Dimensions, color, style.
- Complete description of the material.
- Manufacturer's drawing.
- Elevations showing the exact location of the chimney or flue.
- Elevations showing other chimneys and flues located on property.

Approval

Your application will most likely be approved if you meet the following conditions:

1. Chimneys meet Howard County minimum height requirements. Height shall not exceed the County minimum unless required for proper functioning.
2. Flues are totally enclosed (boxed in) with brick or stone or a material which matches the exterior house finish and **do not exceed 14 inches** in outside diameter.
3. Painting to match the siding or the trim if the flue will exit the rear slope of the roof.
4. If the flue is visible from the street, the flue enclosure extends the entire length of the flue.
5. All flashing and trim is painted to match adjacent materials.
6. Flues are identical with respect to design, proportion, and materials if more than one flue is proposed.
7. Both flues are combined in one box enclosure if an additional flue is to be added adjacent to an existing one.

GUIDELINE No.10

Clotheslines, Exterior

Fast Track Available

An Exterior Alteration Application must be submitted for all exterior clotheslines.

Exterior Alteration Application Requirements

The application must include:

- Diagrammed plot plan showing exact location, size, type, and color of clothesline device. **Note: Applications without a diagrammed plot plan will not be accepted.**
- Manufacturer's drawing or photograph, if available.
- Screening is described; include complete description. See GUIDELINE No.47—SCREENING.

Approval

Your application will most likely be approved if:

1. You apply for an umbrella or retractable type of clothesline. No other clothesline types are permitted.
2. Clotheslines will be removed when not in use.
3. The clothesline is as close to the rear of the house as practicable and within lines defined by the sides of the house.

GUIDELINE No.11

Backyard Enclosed Compost Bins

A backyard enclosed compost bin (compost bin) is a contained, property-maintained area for decomposition of plant and other organic material.

An Exterior Alteration Application shall be required for consideration by the RHAC.

Exterior Alteration Application Requirements

An examination of applications will be based on the following criteria:

- Diagrammed plot plan showing the placement location of the compost bin or tumbler behind rear sight lines of the house and at least ten feet from the property lines.
- Drawing showing the exact dimensions and style of the compost bin or tumbler; not to exceed four feet in height and four feet wide, and not larger than ten cubic feet.
- Material not permitted for backyard composting to minimize odors and attracting scavengers are meat, fish, dairy, grease/ oils, pet feces, diseased plants, and ash from charcoal.
- Description of materials to be used to construct the compost bin and the type and location of the materials to be used for the screening. See GUIDELINE No.47—SCREENING.

Approval

Your application will most likely be approved if it meets the following criteria:

1. The placement of the proposed compost bin/tumbler minimizes the “look and smell” of the compost bin on neighboring properties.
2. The compost bin will be located close to the rear of the house.
3. The compost bin is not on Open or Common Space.
4. The property is not a townhouse (although these applications will be reviewed on a case-by-case basis).

NOTE: If a compost bin or tumbler is moved to a location other than that of the original application, or the compost bin or tumbler design is altered in any way, you must submit a new application. A compost bin or compost tumbler includes any structure built to house composting materials.

Failure to maintain your compost bin is a violation of the maintenance provisions of the River Hill Village Covenants.

GUIDELINE No.12

Condominium and Townhouse Exterior Application Procedure

An Exterior Alteration Application is required for ALL exterior alterations.

It is important to maintain the original architectural character or theme of the condominium or townhouse community in which the dwelling is located. Any exterior alterations should not conflict with the original plan.

Individually Owned Property: Applications must be signed by the Association's representative prior to submitting the application to the RHAC. Some homeowners' associations have more restrictive Architectural Guidelines than those of the Village and those Guidelines must also be complied with (the more restrictive Guidelines shall apply). If you have questions, consult your Association's Board of Directors; your property management company and/or the Village Covenant Advisor.

Common Property: Exterior Alteration Application must be signed by a member of the Condominium's or Townhouse Association's Board of Directors. If the work is to be done in stages, a master plan must be submitted.

GUIDELINE No.13a

Decks, Porches, Screened/Enclosed Deck Additions

An Exterior Alteration Application must be submitted for all new or modified decks, porches, or screened/enclosed decks.

Exterior Alteration Application Requirements

The application must include:

- Diagrammed plot plan, showing location of the proposed structure. **Note: Applications without a diagrammed plot plan will not be accepted.**
- Completed Deck Worksheet.
- Detailed plan, to include a written description of all materials to be used.
- Measurements, dimensions, etc. of project.
- Color palette.
- Elevation drawings of the structure.
- Details of any railings to be used, if applicable.
- Description of treatment or paint to be applied to the materials.
- Description of any plantings to be removed, relocated, or replaced for the construction of the structure.
- Description of equipment such as meters or heating and air conditioning sources that will be relocated and provide new location.
- Description of additions of or changes to window or door location, size or style.
- Description of proposed installation of or changes to the exterior lighting.
- List with all wattages of exterior lighting. Description of proposed landscaping or screening. See GUIDELINE No.47—SCREENING.
- List of construction materials with colors.
- Description of the roof to include pitch, material, and color, if a roof is to be added.
- Color of soffit and fascia.

Approval

Your application will most likely be approved if the following criteria are met:

1. The alteration is compatible in location, color, size, conformity with design of house, and relationship of structure to neighboring dwellings.
2. The Howard County Building Code is adhered to in all its aspects, including the obtaining of a building permit.
3. Open, screened, or enclosed decks are constructed of durable materials.
4. The deck is constructed of natural pressure treated wood or composite material. Any other finish will be considered on a case-by-case basis.
5. If composite material is used it is earth tone in coloring, matches the color of the siding, or is white.
6. The proposed deck is in the rear of the house and does not extend beyond the sides of the house. If any of these structures are to extend beyond the sight lines of the house, it will be reviewed on a case-by-case basis.
7. Evergreen screening is provided as applicable. See GUIDELINE No.47—SCREENING for more information.
8. The following Guidelines have been reviewed and applied to the application as applicable:
   GUIDELINE No.1—ADDITIONS
   GUIDELINE No.34—PATIOS and WALKWAYS
   GUIDELINE No.38—PORCHES: SCREENED, ENCLOSED DECKS
   GUIDELINE No.13b—DECKS (STONEHAVEN TOWNHOUSES)
   GUIDELINE No.47—SCREENING

NOTE: Townhome/condominium owners should be aware that there might be additional requirements, restrictions, and guidelines imposed by your association. If you have questions, please contact your association officers or the Village Covenant Advisor.

GUIDELINE No.13b

Decks (Stonehaven Townhouses)

An Exterior Alteration Application must be submitted for all decks on townhouses.

Exterior Alteration Application Requirements

The application must include:

- Diagrammed plot plan, showing location of the proposed structure. **Note: Applications without a diagrammed plot plan will not be accepted.**
- A Completed Deck Worksheet.
- A detailed plan, to include a written description of all materials to be used.
- Measurements, dimensions, etc. of project.
- Elevation drawings of the structure.
- Details of any railings to be used, if applicable.
- Details of the flooring to be used.
- Description of any plantings to be removed, relocated, or replaced for the construction of the structure.
- Description of equipment such as meters or heating and air conditioning sources that will be relocated and provide new location.
- Description of additions of or changes to window or door location, size, or style.
- Description of proposed installation of or changes to the exterior lighting.
- List with all wattages of exterior lighting.
- Description of proposed landscaping or screening. See GUIDELINE No.47—SCREENING.
- List of construction materials with colors.
- Description of the roof to include pitch, material, and color, if a roof is to be added.
- Color of soffit and fascia.

Approval

Your application will most likely be approved if the following criteria are met:

1. Deck is constructed with an 18-24 inch setback from the side property lines.
2. Deck has a minimum of 1 foot setback from rear property line.

3. Deck is a minimum 3 feet from adjacent decks.
4. Deck is not attached to adjoining common walls.
5. Deck length does not exceed 16 feet from the rear wall of the subject property that is farthest away from the property line.
6. Privacy screens (if installed) will be board-on-board style and installed only on the sides of the deck.
7. If composite material is used it is for flooring only.
8. Screening (if used) does not exceed 6 feet in height from the deck floor and no more than half the length of the deck.
9. Railings are non-decorative, 2 inch x 2 inch vertical pickets and have a 2 inch x 6 inch cap.
10. No decorative picket patterns e.g., sunburst, Chippendale, etc.
11. Clear wood preservative is used.

NOTE: Rear property line fencing is discouraged and will only be considered on a case-by-case basis. The installation of both a deck and rear property line privacy fencing is discouraged and will only be considered on a case-by case basis. Due to unique configuration of these townhomes (i.e., space constraints and security considerations), stairs are strongly discouraged. However, if stairs are proposed, they will be reviewed on a case-by case basis. The installation of landscape material will be required to minimize the impact that stairs may have on the adjacent open space areas.

GUIDELINE No.14

Doors and Garage Doors

An Exterior Alteration Application must be submitted for all door and garage door changes to include additions, addition of stone or masonry trim; color or design change or variation of color; material, or style changes.

Exterior Alteration Application Requirements

The application must include:

- Diagrammed plot plan indicating location of door (s). **Note: Applications without a diagrammed plot plan will not be accepted.**
- Description of colors and color wheel or actual color of door.
- Description of and brochure of any stone or masonry to be used.
- Description of current trim and siding color.
- Description of current house style.
- Description of door style if door is to be changed.
- Manufacturer's drawing and or photograph for all replacement doors.

Approval

Your application will most likely be approved if the following conditions are met:

1. Style of door is compatible with the house style and blends with neighboring houses.
2. The door(s) match the color of the house siding, exterior door trim or trim.
3. Use of differing material and styles will be reviewed on a case-by-case basis.

NOTE: Style changes to garage doors must be compatible with the design and color of the existing garage door and trim. Treatments that draw attention to the garage doors, i.e., mirrored glass or ornate decoration on or around the door will not be permitted.

GUIDELINE No.15

Dog Houses and Dog Runs

An Exterior Alteration Application must be submitted for all dog houses and dog runs. This includes all dog runs and any temporary or permanent structure for housing a dog or other animal otherwise allowed by Howard County and the River Hill Covenants.

Exterior Alteration Application Requirements

The application must include:

- Diagrammed plot plan detailing the location of the proposed doghouse and/or dog run. **Note: Applications without a diagrammed plot plan will not be accepted.**
- Elevation drawings showing the pitch of the roof on the doghouse.
- The dimensions, materials, and color of the doghouse.
- Details of proposed screening, if applicable.
- Manufacturer's drawing or photograph, if available.

Approval

Your application will most likely be approved if the following conditions are met:

1. The roofing material and color of the doghouse roof are the same as the roof of the owner's house.
2. The sides of the doghouse match the color of the owner's house.
3. The size of the doghouse does not exceed 4 feet in any direction (height, length, width).
4. The doghouse will be located within 20 feet of the rear of the house, but not closer to any property line than one half the distances from the house to the property line.
5. The doghouse is located within the site lines of the house.
6. The doghouse is adequately screened from view of adjacent properties.
7. Does not include a dog run.

NOTE: Maintenance of structures and surrounding areas is of prime importance! Waste must be removed daily. The impact of the doghouse on neighboring properties will be considered. Dog runs will be considered on a case-by-case basis.

GUIDELINE No.16

Driveways

An Exterior Alteration Application must be submitted if there will be changes to the driveway. Changes include changing of materials, size, shape, or grade to the already approved existing driveway.

Exterior Alteration Application Requirements

The application must include:

- Diagrammed plot plan detailing the dimensions of the proposed driveway in relation to existing structures and property lines. **Note: Applications without a diagrammed plot plan will not be accepted.**
- Submit any proposed changes in grade and provide details (care must be taken in any drainage change).
- Description of materials to be used, including color and texture.
- Screening type and location, if applicable. See GUIDELINE No.47—SCREENING.

Approval

Your application will most likely be approved if it meets the following criteria:

1. Materials of all driveways in the vicinity have been considered.
2. Asphalt is not used (except for exceptional circumstances such as flag lots).
3. Driveways are not of loose material (e.g., crushed stone).
4. Repairs are made with the same material as the existing driveway.
5. Any necessary screening has been provided.

NOTE: Painting of the driveway is NOT ALLOWED. Maintenance, repair, or replacement of all driveways is the responsibility of the owner or owners in the case of a flag lot or shared driveway.

GUIDELINE No.17

Fencing

An Exterior Alteration Application must be submitted for all fence construction.

Exterior Alteration Application Requirements

The application must include:

- Diagrammed site plan showing the location of the fence and gate(s). **Note: Applications without a diagrammed plot plan will not be accepted.**
- Completed Fence Worksheet.
- Description, brochure, drawing, or photo of fence and gate style.
- Materials to be used.
- The architectural style and color of the house.
- Fence dimensions on the site (plot) plan which shows the relationship to adjacent houses, open spaces, and property.
- Description of the style of other fences in the immediate area.
- Description of the type of screening to be used, if applicable. See GUIDELINE No.47—SCREENING.
- Description of how the fence will be secured.

Approval

Your fence application will most likely be approved if it meets the following criteria:

1. The fence matches the style and height of existing, approved fencing on adjacent properties and in the general vicinity.
2. The fence set back is a minimum of 4 feet from the edge of a walking surface and is on the owner's property.
3. Fence posts are secured or placed in concrete to prevent sections from blowing down. Fences not adhering to these stipulations will be considered in violation.
4. Staining is clear. If staining is not clear it must be applied for or requested as part of the Exterior Alteration Application process and will be considered on a case-by-case basis.
5. Fence gates match the fence in style, height, color, and materials and do not swing onto neighbor's property.
6. Have a finished side facing out i.e., if necessary, fences must be finished on both sides.
7. The fence comes off the back edge of the house.

NOTE: Front yard fencing is not allowed (except where builder installed as part of an original design concept.) Rear yard fencing, which would create front yard fencing for a neighbor, will not

be approved. The Committee will not approve chain link, wire, wire with hedge fences, or privacy fencing of the basket weave or stockade styles (except where it conforms to the original builder-installed design within the same development.) If welded wire mesh (sold as "hardware cloth"), galvanized, or vinyl coated welded wire mesh is used, it must be of durable material, black or green in color, and not readily visible. Wire must be applied to the inside only and may not extend above the top rail. Poultry and chicken wire is not permitted and will not be approved.

Acceptable Fence Styles

Single-Family:

1. Transparent (e.g., 3-board or split rail) should be 42 or 48 inches at the height of the top rail for a 3-rail/board fence. These fences should remain natural.
2. Semi-transparent, such as picket fences, can be property line fencing in certain cases. These fences must remain natural, should be uniform in height e.g., either 42 or 48 inches from grade, must be installed in a vertical manner, and should be of a simple style such as dog eared, standard gothic picket, or French/Colonial gothic picket. The tops of the posts must be level with the pickets and the post caps should match the fence finish.
3. Opaque/Privacy (ex., board-on-board and panel, 5 to 6 feet in height) shall be visually attached to the house. Due to their solid nature and the potential for impact on the Columbia concept of open space and adjacent properties, these fences should only be designed for a specific purpose e.g., to screen hot tubs, pools, and patios, be used sparingly, and have minimal impact on neighbors. Special attention should be given to construction of solid fences to avoid wind damage. In areas of sloping terrain, the fence sections should be stepped, and any horizontal rails be made to match in the same plane. These fences should remain natural.
4. Iron and Aluminum Fences. Open wrought iron or aluminum fences will **only be considered for pools and not along property lines**. They must be a minimum of 3-1/2 feet from the property line.

Townhouses and Condominiums:

1. Fences shall match builder installed as to style unless the individual associations and/or the Architectural Committee have approved alternative styles.

NOTE: Invisible fencing should be on your own property or property line. On shared property lines or corner properties invisible fence should be 4 feet inside the property line.

GUIDELINE No.18

Fire Pits

An Exterior Alteration Application must be submitted for all in ground fire pits (Wood, Propane or Gas).

Exterior Alteration Application Requirements

The application must include:

- Diagrammed plot plan detailing the location of the fire pit. **Note: Applications without a diagrammed plot plan will not be accepted.**
- All dimensions of fire pit above and below ground.
- Description of materials and colors.
- Manufacturers drawing or brochure, if applicable.
- Description of fire pit cover for wood burning fire pits.

Approval

Your application will most likely be approved if it meets the following criteria:

1. The fire pit is made of non-combustible material with sides that measure at least 18 inches from the bottom of the pit to the top.
2. The pit is made of non-combustible material and is at least 18 inches in height and contains fuel wood or coals.
3. Has a 4-6 inch slab/base, made of non-combustible material.
4. Has a shield that prevents ashes from being blown by the wind.
5. The center of the pit is 15 feet or more away from any combustible vegetation or structures, vertically and horizontally.
6. Vegetation, overhanging branches, or any other flammable material has been removed or is no closer than 15 feet from the center of the pit.
7. There is, at least, a 6-foot apron of pavers or non-combustible material around the fire pit consisting of a layer of mineral soil, sand, pea gravel, or concrete.
8. A screen with openings no greater than 1 inch will be placed over the fire pit.
9. The fire pit is equipped with spark arrestors.
10. The fire area does not exceed 3 feet in diameter and 2 feet in height.
11. The fire pit apron meets the minimum material depth and distance requirements (it can be any shape).
12. The fire pit has a cover.

NOTE: The RHAC reserves the ability to revoke use of a fire pit until fire danger is reduced any time a higher-than-normal fire hazard exists.

GUIDELINE No.19

Fireplace and Hearths (Outdoor)

See the following Guidelines:

GUIDELINE No.1–ADDITIONS

GUIDELINE No.18–FIRE PITS

GUIDELINE No.28a,b,c–LANDSCAPING

GUIDELINE No.30–LIGHTING

GUIDELINE No.34–PATIOS and WALKWAYS

GUIDELINE No.47–SCREENING

GUIDELINE No.58–TRELLISES

GUIDELINE No.20a

Gardens: Flower and/or Vegetable

Gardens that exceed 225 square feet, side yard vegetable gardens, extensive foundation planting, or when significant garden changes are planned, require an Exterior Alteration Application for consideration by the RHAC.

Exterior Alteration Application Requirements

An examination of applications will be based on the following criteria:

- Diagrammed plot plan showing the location and dimensions of the garden is required. **Note: Applications without a diagrammed plot plan will not be accepted.**
- Any fencing on the plan, including the dimensions and materials, if applicable.
- Planting materials to be used for screening, if applicable.
- Description of the type of temporary wire to be used to keep small animals out of the garden area, if applicable. Temporary wire fencing of wire mesh may be used to keep out small animals. Total height of the fencing , including support, shall not exceed 36 inches and must be removed at the end of the planting season.
- A description of plants or vegetables to be grown, including its height at maturity. Utilization of low-impact, environmentally responsible landscaping techniques and use of Maryland native plants is preferred.
- A description of plant growth medium material.
- Gardens that are placed on a grade may not add or contribute to soil erosion or property damage.

Approval

Your Exterior Alteration Application will most likely be approved if the following conditions are met:

1. Garden is not placed on a grade that may lead to soil erosion or property damage.
2. It is not a front yard vegetable garden. These will not be approved.

No Approval Required

An Exterior Alteration Application will **not** be required when **either** of the following criteria is met;

1. Small plots, located at the back of the house that do not extend more than 3 feet from the foundation wall and do not exceed the length of the house.
2. One single plot per property located within the rear lines of the house and the rear property line in which **ALL** of the following conditions are met:

   A. size does not exceed **225** square feet.

   B. garden is not placed on a grade that may lead to soil erosion or property damage.

NOTE: Temporary wire fencing of welded wire mesh may be used to keep out small animals. Total height of fencing for vegetable gardens, including support, shall not exceed 36 inches and must be removed at the end of the planting season.

When having any bulk garden materials delivered, please have items placed on your own property or driveway, not sidewalk, right-of-way, etc., and have reasonable amounts delivered. Items may not be stored in a visible location for more than 1 week.

Failure to maintain your garden is a violation of the maintenance provisions of the River Hill Village Covenants. See GUIDELINE NO.31—Maintenance.

NOTE: In Howard County, last frost date is May 6th; first frost date is October 6th.

GUIDELINE No.20b

Gardens: Rock

A rock garden, also known as a rockery or an alpine garden, is a small field or plot of ground with or without water features designed to emphasize a variety of rocks, stones, and boulders. A rock garden should be planned to use a variety of native plants to create a haven for butterflies and other beneficial insects. An Exterior Alteration Application is required for all rock gardens, for consideration by the RHAC.

Exterior Alteration Application Requirements

An examination of the applications will be based on the following criteria:

- Diagrammed plot plan showing the exact location and specific dimensions of the garden, is required. **Note: Applications without a diagrammed plot plan will not be accepted.**
- A design plan or diagram with placement of all rock and/or plant material.
- A description of the type, size, color, and amount of rock material to be used.
- If applicable, a description of planting materials to be used, including height at maturity.
- If applicable, a description of water feature (including bird baths) size, dimension, and materials to be used, including any grade change information.
- Determination that the garden is not placed on a grade that may lead to soil erosion or property damage.

Approval

Your application will most likely be approved if the following criteria are met:

1. Garden is not placed on a grade that may lead to soil erosion or property damage.
2. All water feature information is included with any grade change information.

GUIDELINE No.21

Gazebos and Pergolas

An Exterior Alteration Application must be submitted for all gazebos and pergolas.

Exterior Alteration Application Requirements

The application must include:

Diagrammed plot plan, showing the location of the gazebo or pergola. **Note: Applications without a diagrammed plot plan will not be accepted.**

- Details on the size and elevation of the gazebo or pergola.
- Details of all materials to be used.
- Description of roof (to include, size, pitch, material, color).
- Description of any treatment to be applied to the materials.
- Description of any trees and or plantings to be removed for the construction of the gazebo or pergola.
- Description of any equipment such as meters or heating and air conditioning sources that will be relocated and added.
- Description of proposed installation of and/or changes in exterior lighting.
- Description of proposed landscaping or screening. See GUIDELINE No.28a,b,c—LANDSCAPING and GUIDELINE No.47—SCREENING.

Approval

Your application will most likely be approved if the following criteria are met:

1. Gazebos and pergolas are located at the rear of the property and constructed of durable materials.
2. Gazebos and pergolas are within the sightlines of the house.
3. All visible portions are natural wood, painted, or stained.
4. The location of the gazebo or pergola does not significantly impair the view or amount of sunlight to adjacent residences.
5. The location of the gazebo or pergola does not significantly impair the public's use or enjoyment of open space.
6. The size and scale of the gazebo or pergola is in scale relative to the house, lot size, surrounding houses, properties, and open space.

NOTE: Gazebos and pergolas will be reviewed on a case-by-case basis.

GUIDELINE No.22

Grills and Barbeques (Permanent)

An Exterior Alteration Application must be submitted for all permanent grills and barbeqcues.

Exterior Alteration Application Requirements

The applications must include:

- Diagrammed plot plan showing the location of the proposed grill. **Note: Applications without a diagrammed plot plan will not be accepted.**
- Scale drawing of the grill or barbeque.
- Description of materials to be used for the grill or barbeque.
- All measurements of the grill or barbeque.
- Manufacturers' drawing and or photograph if available.
- Information about additional lighting or other exterior alterations.

Approval

The application will most likely be approved if the following criteria are met:

1. The permanent grill or barbecue is located behind the house at least 10 feet from the rear and side property lines.
2. The materials are compatible with the houses and are not so large as to dominate the space.
3. Are permanently installed on a concrete base (if a gas grill) and located at least 10 feet from the rear property line, at least 7 feet from the side property line, behind the rear of the house, and within 15 feet of the rear of the house.

GUIDELINE No.23

Gutters and Downspouts

Fast Track Available

An Exterior Alteration Application must be submitted for color, material or relocation changes to new gutters and downspouts.

Exterior Alteration Application Requirements

- A plot plan showing the location of the gutters and downspouts. **Note: Applications without a diagrammed plot plan will not be accepted.**
- Description of the house color and trim, and a paint sample showing the proposed color blends with the current colors of the dwelling.
- Description of material change, if applicable.

Approval

Your application will most likely be approved if it meets the following criteria:

1. The new material blends with the siding.
2. The new color blends with the color of the siding or trim.

No Approval Required

An application is not required for replacement gutters and downspouts provided there is no color or material change.

GUIDELINE No.24

Heating and Air Conditioning (Exterior)

An Exterior Alteration Application must be submitted for newly added exterior heating and air conditioning units including relocation of equipment and apparatus used with same.

Exterior Alteration Application Requirements

The application must include:

- Diagrammed plot plan showing the location of the unit and related equipment. **Note: Applications without a diagrammed plot plan will not be accepted.**
- Description of all equipment with dimensions.
- Manufacturer's drawing and/or photograph, if available.

Approval

Newly added units will most likely be approved if the following criteria are met:

1. Units are screened from the street while allowing proper airflow. See GUIDELINE No.47—SCREENING.

2. Units are located as close to the rear of the house as possible.
3. Placement and or size will not create a substantial acoustical or visual impact on adjacent property owners and not violate the criteria established in the Final Development Plans (FDP) if the unit is being relocated.
4. Units are not window or wall mounted air conditioners. These requests will be reviewed on a case-by-case basis.

GUIDELINE No.25

Holiday Decorations

Holiday decorations do not require an application; however, they must not be in operation more than 28 days before the holiday and must be completely removed within 28 days after the holiday.

GUIDELINE No.26

Hot Tubs and Whirlpools

An Exterior Alteration Application must be submitted for all hot tubs and whirlpools.

Exterior Alteration Application Requirements

The application must include:

- Diagrammed plot plan showing the location of the hot tub in relation to the applicant's house, property lines, and adjacent dwellings. **Note: Applications without a diagrammed plot plan will not be accepted.**
- Dimensions, type, and color of proposed materials.
- Manufacturer's drawing and/or photograph, if available.
- Include details of proposed screening.
  See GUIDELINE No.47—SCREENING.

Approval

Hot tubs and whirlpools will most likely be approved if the following criteria are met:

1. The tub does not create a substantial acoustical or visual impact on adjacent property owners.
2. The hot tub will be located in the rear yard within the side sight lines of the residence, and not more than 20 feet from the back of the house.
3. The hot tub does not protrude more than 3 feet above the adjacent ground or deck level and is made of material that will blend with surrounding structures.
4. Additional screening with fences and landscape buffers such as shrubs are proposed to reduce the impact on adjacent property owners if necessary. See GUIDELINE No.47—SCREENING.

5. The hot tub or whirlpool is proportional to the Lot and other exterior structures.

NOTE: Hot tub, whirlpool and fencing requested for townhouse or condominium property will be reviewed on a case-by-case basis.

GUIDELINE No.27

House Numbers

Fast Track Available

An Exterior Alteration Application is required for all house numbers that are not Arabic numerals in plain, block style or numbers are not black in color, or the numbers are less than 3 inches or larger than 5 inches in height or the numbers are on a plaque.

Exterior Alteration Application Requirements

The application must include:

- Diagrammed plot plan showing the proposed location of the numbers. **Note: Applications without a diagrammed plot plan will not be accepted.**
- Detailed drawing or picture of the proposed installation with color, materials, size, and style of numbers indicated.
- Any additional information that might be helpful in the review of the application.
- Color and materials.
- Size and style of numbers indicated.
- Size and color of plaque and numbers.
- Any exterior lighting changes.

Approval

Your application will most likely be approved if the following criteria are met:

1. Numerals on plaques are clearly visible.
2. Numerals on plaques face the street named in an address.
3. Numerals on plaques are clearly visible from the street.
4. Numerals or plaques are attached to the front porch, front door trim, garage trim, or within 3 feet of the front door.

No Approval Required

An application will not be required if the following criteria are met:

1. Numerals are Arabic numerals, in plain, block style.
2. The color of the numerals is black.
3. Numerals are at least 3 inches high and no larger than 5 inches high.

4. Numerals face the street named in an address.
5. Numerals are clearly visible from the street.
6. Numerals are attached to the front porch, front door trim, garage trim, or within 3 feet of the front door.
7. The number is not on a plaque.

GUIDELINE No.28a

Landscaping

An Exterior Alteration Application for landscaping is required for, but not limited to, the following:

a. Planting of trees as a barrier.

b. Hedges more than 2 feet in height.

c. Flower beds (other than foundation plantings); planting "islands" or clusters.

d. Landscaping that involves a change of slope and/or installation of a retaining wall or other structure.

e. Changes in drainage.

f. Removal of any tree whose trunk is over 20 inches in circumference (approximately 7 inches in diameter) when measured at a point 2 feet above the ground, whether the tree is alive or presumed dead.

g. Plantings with four or more plants in a row used as a hedge or windbreak or for screening purposes. See GUIDELINE No.29–LAWN ORNAMENTATION.

Exterior Alteration Application Requirements

The application must include:

- Diagrammed plot plan showing the location of the alteration. **Note: Applications without a diagrammed plot plan will not be accepted.**
- Complete description of plant material.
- Master landscaping plan.
- Size of plants at maturity.
- Size and shape of flower/shrubbery beds.
- Identification of the type of ground cover.
- Identification of any existing landscaping.

Approval

Your application will most likely be approved if the following criteria are met:

1. The plan provides visual breaks.
2. A variety of plant materials are used.
3. The atmosphere of a larger natural open area is preserved.
4. Plant materials are clustered or staggered.
5. The scale and location of landscaping is considered.
6. Opaque plantings of trees or shrubbery are not used along property lines as delineation or otherwise planted in a row.

No Approval Required

An Exterior Alteration Application is not required for planting the following:

1. Individual shrubs (unless used as a hedge).
2. Plants around the foundation.
3. Low growing annual or perennial plantings.
4. Ground covers (See GUIDELINE 28c–GROUND COVER)
5. Any single specimen tree that, at maturity, will be in scale with the size of the house.
6. Stepping stones flush with the ground and of a color that blends with the surroundings.

NOTE: A homeowner's desire for privacy combined with small lot sizes presents a challenge to the open concept of Columbia. Residents are encouraged to arrange a variety of plantings in groupings which are strategically placed to provide privacy yet leave visual breaks and diversity which preserves the atmosphere of a larger natural open area. Visual screening can often be created very effectively by staggered clusters of plantings. Residents may wish to consider plantings which screen the immediate area around the house, deck, or patio furniture, rather than the entire backyard. The growth characteristics and root structure of all proposed plantings and trees need to be considered. The use of a variety of species, such as hollies, arborvitae, privet, euonymus, and forsythia should be considered. Homeowners should take into consideration the scale and location of the landscaping in relation to not only their lot, but also the adjacent lots as well. The delineation of property lines with opaque plantings of trees and shrubbery should be avoided.

GUIDELINE No.28b

Low Impact Landscaping

Low impact landscaping is resource-conserving and environmentally friendly landscape design and maintenance practices; including Pollinator, Rain Gardens, Xeriscape, and Ground Cover. See GUIDELINE No.28c—GROUND COVER.

An Exterior Alteration Application shall be required for low impact landscaping for consideration by the RHAC.

Exterior Alteration Application Requirements

The application must include:

- Diagrammed plot plan outlining the proposed garden/ landscaping area. **Note: Applications without a diagrammed plot plan will not be accepted.**
- Submission of a landscape design plan to include Low Impact Landscape type, listing of Maryland native plants to be utilized, including the placement and number. A description of other materials to be used, including but not limited to hardscape.
- Irrigation plan, if applicable.
- Submission of photos of adjacent lots if the project will be placed in the front yard.
- Identification of ground cover and methods used to prevent the spread of non-invasive ground cover. Invasive plants and/or invasive Ground Cover as defined by the University of Maryland Extension Service are not permitted.
- Ability to adhere to GUIDELINE No. 31—MAINTENANCE, to include weeding, pruning, cutting back and or replacement of plantings as seasonally appropriate.
- Identification of any existing landscaping.

GUIDELINE No.28c

Ground Cover

Ground cover or groundcover is any plant that grows over an area of ground. Ground cover provides protection of the topsoil from erosion and drought.

Ground cover shall include only Maryland noninvasive ground cover as defined by the University of Maryland Extension Service that grows no taller than 6 inches in height at all times. Use of ground cover on a lot requires an Exterior Alteration Application for consideration by the RHAC.

Exterior Alteration Application Requirements

- A design plan must be submitted to include a maximum of four types of plants to be used, growth and height at maturity. Approved ground covers are Crested Iris (Iris cristata), Green and Gold (Chrysogonum virginianum), Partridgeberry (Mitchella repens), and Creeping Phlox or Sherwood Purple (Phlox stolonifera).
- A description of materials and methods used to control the growth of ground cover to include the use of a physical barrier of 6-8 inches in depth or deeper than the root system of the ground cover.
- A physical barrier must be installed at the property line.

GUIDELINE No.29

Lawn Ornamentation

Lawn ornaments are decorative objects placed on the lot and include, but are not limited to, sculpture, statuary, fountains, birdbaths, and trellises. An Exterior Alteration Application shall be required for lawn ornamentation for consideration by the RHAC.

Exterior Alteration Application Requirements

- A diagrammed plot plan showing the location of the lawn ornamentation. **Note: Applications without a diagrammed plot plan will not be accepted.**
- A complete description of the lawn ornamentation including dimensions, material, and color. A manufacturer's drawing or photographs must be submitted.
- Details of proposed screening. If applicable, see GUIDELINE No.47—SCREENING.

GUIDELINE No.30

Lighting (Exterior)

Fast Track Available

An Exterior Alteration Application must be submitted for all changes to outside light fixtures and for additional exterior lights including spotlights.

Exterior Alteration Application Requirements

The application must include:

- Diagrammed plot plan showing the location of the exterior light placement. **Note: Applications without a diagrammed plot plan will not be accepted.**
- Statement as to the architectural style of the home and the proposed lighting.
- The style, size, and wattage of proposed light fixtures.
- Manufacturer's drawing and/or photograph.

Approval

Your application will most likely be approved if the following criteria are met:

1. Exterior lighting does not illuminate adjacent property or public open space.
2. Placement of lighting is not intrusive to surrounding properties.
3. Exterior lighting is aesthetically planned for the location.

NOTE: The RHAC, upon receipt of a complaint that a light from a neighboring property is disturbing them, shall require that the resident with the light adjust it, if the RHAC deems this necessary.

Breaking Ground? It is recommended that before any digging is initiated the applicant call "Miss Utility" (l-800-257-7777) for existing locations of utilities.

GUIDELINE No.31

Maintenance

Bulk Items–Bulk items are not to be stored or accumulated on any lot, deck or under overhangs. Store bulk items out of sight or discard them. Do not cover items with a tarpaulin.

Cul-de-Sacs–Adjacent homeowners are responsible, under Howard County Code, for the mowing and maintenance of the grass area between the sidewalk and the street, and maintenance of the cul-de-sac islands.

Drainage–Modification to the grading or drainage installed by the original builder must be approved by the Architectural Committee. There may not be rechanneling of the drainage flows after location and installation of drainage swales, storm sewers, or storm drains. No obstructions or debris may be placed in catch basins or drainage areas. No above ground drainage apparatus or pipe shall be maintained on any Lot. (Article VIII, Section 8.07).

Driveways–Driveways that are deteriorating need to be repaired or replaced. Repairs must be made with the same material as the existing driveway. An approved application will be required for material or color change.

Fences–Fences should be in good repair, standing straight with no broken or missing boards, and no peeling paint. An approved application is required for new fences, removing fences in some cases, or a change in style.

Garbage Cans & Recycle Bins–Must conform to guidelines prescribed by Howard County, the collection company and the Village of River Hill Covenants and must be concealed from public and adjoining property view. (Article VIII, Section 8.06).

Grading–Any change in the grade of any lot of more than six inches from that existing at the time of purchase by each owner is considered a "structural change" and requires an Exterior Alteration Application.

Grass–Grass should be mowed and trimmed on a regular basis during the growing season. Tall weeds and overgrown vines should be trimmed or removed. Landscaped areas should also be kept free of weeds and overgrown plant material.

Gutters & Downspouts–Gutters and downspouts should be in place and secure, with no peeling paint. Gutters should be clean of tree debris and dirt. All drain extensions must be buried below ground. An approved application may be needed for new gutters.

Holiday Decorations–Holiday decorations should only be displayed and must be removed within 28 days of the holiday.

House Numbers–House numbers must be on every Lot or house and must be easily visible from the street. Do not paint house numbers on the curb (Howard County does not allow house numbers to be painted on the curbs). An approved application may be required for new or replacement house numbers.

Lamp Posts & Exterior Light Fixtures–Lamp Posts should stand straight and should be free of rust. Light fixtures should not be crooked or have missing or broken light bulb coverings. Globes to cover the light bulbs should always be in place. An approved application may be required when replacing or adding new light fixtures.

Leaf & Tree Debris–Yard, roof, and gutters should be cleared of leaves and debris on a regular basis during the respective seasons. Raking leaves and debris into the street, surrounding properties, open space or ravines is prohibited. An approved application is required for compost bins. Do not cover leaf piles of debris with a tarpaulin.

Mold, Mildew & Algae–Mold, mildew and algae should be removed from all structures.

Paint–There should be no peeling paint or rotted wood on structures. An approved application is required when any structure or trim is to be painted or stained a color different from its existing color. The new paint or stain is considered to be different if the color itself changes (for example, yellow instead of green) or if, while the color remains the same, it is lighter or darker than the original. No RAC approval is necessary for repainting or re-staining when the color remains the same, provided the existing color has been approved by the Architectural Committee.

Patios & Walkways–Patios and/or walkways that are crumbled, raised or sunken, should be repaired or replaced. An approved application may be required.

Rain Barrels–Rain barrels must be maintained at all times and should be kept free of standing water on or around anything not used as part of the rain barrel system. Ensure that rain barrel drainage/overflow/runoff is properly diverted and does not flow onto neighboring properties. During the winter season, rain barrels should be stored to prolong barrel life and avoid maintenance issues.

Roof–The roof should be in good repair and of all one color. There should not be any accumulation of debris on the roof. An approved application may be required when replacing the roof.

Screens–Screens should be in good repair and fit properly.

Shrubs–Shrubbery should not be overgrown for the size of the structure. Dead shrubs should be removed and properly disposed. An application may be required for planting shrubs.

Sidewalks–Sidewalks should be clean and free of discoloration from dirt, mold, algae, and/or mildew and kept in good repair with no crumbling or heaving. All owners are responsible for the maintenance and repair of the sidewalks within or adjacent to their lot. The maintenance, including snow removal, of adjoining sidewalks is the responsibility of the property owner under Howard County law. This means that if your lot abuts any section of a sidewalk, you are responsible for that portion of the sidewalk. Maintenance of the grass area between the sidewalk and curb are also the responsibility of the adjacent property owner and should include appropriate mowing, trimming, weeding in the same manner and frequency as regular lawn care. Howard County will repair your sidewalk on request by calling 410-313-7450, at the property owner's expense unless the sidewalk is damaged solely by the roots of trees in the county right of way or by county water or sewer construction project.

Siding–Siding should be securely intact and free of rotting wood, dirt and mold. An approved application is required for all siding.

Snow Removal–Sidewalks must be shoveled within 48 hours after the snow has fallen and is the responsibility of the adjacent property owners and regulated by Howard County Code.

Street Trees–Problems with street trees should be brought to the attention of Howard County Bureau of Highways by calling 410-313-7450. Howard County Bureau of Highways is responsible for the trimming, maintenance, and pruning of street trees.

Tarpaulins–Brightly colored tarpaulins are not allowed in the open on any lot.

Trash, Trash Containers & Recyclables–The following is a direct quote from Article VIII, Section 8.06 of the Covenants: "If trash or other refuse is to be disposed of by being picked up and carried away on a regular basis, containers may be placed in the open, on any day that a pickup is made, at such a place on the lot so as to provide access to persons making such a pickup. At all other times such containers shall be stored in such a manner so they cannot be seen from adjacent and surrounding property." Trash containers should have secure lids on them. Except for scheduled trash day, containers should not be stored in view. No refuse, trash or bulk items/materials may be accumulated or stored on any lot. Trash should not be put out earlier than the afternoon prior

to pick up day and should be stored out of sight by sunset of the trash collection day. Information on the use of the Howard County landfill may be obtained by calling 410-313-5410. For other trash information call 410/313-SORT (7678).

Trees–Dead trees or branches should be removed from the property. An approved application is required for tree removal. An approved application may be required for planting of trees. See GUIDELINE No.57—TREE PLANTING OR REMOVAL.

Vehicles–Inoperable vehicles, commercial vehicles or trucks, vehicles without current registration, or any similar items are not allowed in the open on any lot. No boat trailer, house trailer, trailer, or truck or any similar item should be stored or parked in the open on any Lot, without expressed written approval of the Architectural Committee. Owners/ Operators of campers, recreational vehicles and motor homes may wish to consult the telephone directory for alternative storage locations. Renovation of vehicles or major repairs may not be undertaken except in enclosed garages. Only minor emergency repairs such as changing a tire, batteries, etc. are permitted.

Woodpiles–Woodpiles should be neatly stacked inconspicuously, never covered with a brightly colored tarpaulin, located in the rear of the house, and located within the lines defined by the sides of the house extended to the rear. Stacking of wood on sidewalks, driveways, in front of the house or rights-of-way, etc. is not permitted, nor is the storage of excessive amounts of wood. The Columbia Association and Howard County do not permit use of their Open Space for this or any other personal use and violators will be cited. The RHAC may require screening of woodpiles. See GUIDELINE No.47—SCREENING.

Windows–Window frames and trim should be kept in good repair. Panes that are broken or fogged due to broken seals should be replaced. Grids/mullions should be intact and uniform. An application may be required for window additions or changes.

GUIDELINE No.32

Open Space

The Columbia Association does not allow unauthorized use of Open Space for gardens, play equipment, pets, tree removal, motorized vehicles, etc. Proposed changes of open space use must be reviewed by the River Hill Architectural Committee (RHAC) and the River Hill Village Board before being considered by the Columbia Association.

GUIDELINE No.33

Painting, Staining

An Exterior Alteration Application must be submitted for any repainting or staining which will result in a color change, or any request for staining of a fence or deck.

Exterior Alteration Application Requirements

The application must include:

- Diagrammed plot plan. **Note: Applications without a diagrammed plot plan will not be accepted.**
- Sample or detailed description of the proposed new siding.
- Samples of all colors selected.

Approval

The application will most likely be approved if your application meets the following criteria:

1. The number of colors used is limited to one for siding, one for trim, and a compatible accent door color.
2. The garage door color matches either the siding or trim.
3. The proposed changes complement the roof color.
4. Medium to dark earth tone colors (browns, grays, tans) are used where applicable.
5. Bright or pastel colors are not used.
6. "Flat" finish paint or stain is used.
7. Semi-gloss paint is used only on front doors.
8. Trim is close to, but not lighter than, house siding color.
9. The color of the foundation paint matches or blends with the color of the siding.

NOTE: A change in the color of one's residence, which includes any variations in shade, lighter or darker, from the original builder-approved and applied color as well as the addition of stone or masonry trim, is an alteration which can have a dramatic impact on the neighborhood. The RHAC will take this into consideration when approving a color change.

GUIDELINE No.34

Patios and Walkways

An Exterior Alteration Application must be submitted for all patios and walkways.

Exterior Alteration Application Requirements

The application must include:

- Diagrammed plot plan showing the location and dimensions of the new patio/walkway and its relation to the existing house. **Note: Applications without a diagrammed plot plan will not be accepted.**
- Diagram of the existing patios/walkways.
- Diagram of trees and lot boundaries.
- Description or sample of the materials to be used.
- Description of proposed lawn contour changes, if applicable.
- The proposed placement of any plantings or landscaping.
- Description of any proposed screening. See GUIDELINE No.47—SCREENING.
- Description of railings, if applicable.
- Description of proposed steps or landing, if applicable.
- Description of new, replacement, or additional exterior lighting, if applicable. See GUIDELINE No.30—LIGHTING.
- Statement of the architectural style of the house.
- Manufacturer's drawing and/or photograph, if applicable and available.

Approval

The application will most likely be approved if the following criteria are met:

1. The design, location, and size of patios and walkways conform to the design and scale of the house and neighboring dwellings.
2. All new materials are of a natural color, such as un-dyed concrete, stone, clay, brick, or wood.
3. Existing contours are disturbed as little as possible. Terracing to follow existing land contours should be built in small increments, or a safety railing should be provided.
4. Ingress and egress to and from the patio and maintenance of the patio can be accomplished while on your own property, i.e., without trespass.
5. Materials for patios and walkways match existing patios and walkways which they adjoin.

6. The location provides reasonable visual and acoustical privacy for neighbors.
7. Screening, fencing, or planting has been proposed to preserve such privacy, if applicable. See GUIDELINE No.47—SCREENING.
8. The proposal does not include loose material walkways e.g., crushed stone.

GUIDELINE No.35

Play Equipment

An Exterior Alteration Application is required for the following:

a. All play equipment over **8 feet** in height and/or over **10 feet** in length.

b. Sandboxes more than one foot above ground and/or over **25 square feet**.

c. Tree houses, forts, playhouses, and trampolines.

d. All play equipment not made of natural wood, regardless of size.

Exterior Alteration Application Requirements

The application must include:

- Diagrammed plot plan showing the location of the play equipment. **Note: Applications without a diagrammed plot plan will not be accepted.**
- Description of the play equipment.
- Completed Play Equipment Worksheet.
- Manufacturer's drawing or photograph, if available.

Approval

Your application will most likely be approved if the following criteria are met:

1. All equipment is in proportion to lot size.
2. The overall size of the equipment is proportionate to the area and does not dominate the site.
3. The equipment is inconspicuously located in the rear yard area at a reasonable distance (7.5 to 10 feet) from side and rear property lines.
4. If natural wood play equipment is proposed; or if; metal play equipment is proposed, it is painted a dark earth tone color (brown, green).
5. Equipment is located in the rear of the house and within lines defined by the sides of the house extended to the rear.

6. Play Equipment is within 20 feet from the rear of the house or 2/3 the distance between the rear of the house and the rear property line, whichever is closer to the house.
7. Fencing, planting, or landscape screening have been proposed, required. See GUIDELINE No.17—FENCING or GUIDELINE No.47—SCREENING.

Approval Not Required

An application is not required for swing sets and play equipment if all the following five criteria are met:

1. Total height of **8 feet** or less.
2. Total length of **10 feet** or less.
3. Located at the rear of the house and within the lines defined by the sides of the house extended to the rear.
4. Within **20 feet** of the house or **2/3 the distance** between the rear of the house and the rear property lines, whichever is closer to the house.
5. The swing set or play equipment is made of natural wood.

An application is **not** required for sandboxes if all the following criteria are met:

1. Total height is one foot or less above ground.
2. Area is **25 square feet** or less.
3. The sandbox is within **20 feet** of the rear of the house or two-thirds the distance between the rear of the house and the rear property line, whichever is closer to the house.

NOTE: Townhouse and condominium associations may have further restrictions on play equipment so please check with your local association. The most restrictive guidelines will apply.

GUIDELINE No.36

Pools

An Exterior Alteration Application must be submitted for all pools except portable children's wading pools that can be emptied at night and do not exceed 36 square feet. A two-step approval process outlined below is recommended for all in ground pools.

Exterior Alteration Application Requirements

Pool Part 1:

The application must include:

- Diagrammed plot plan showing the location of the pool and its associated equipment. **Note: Applications without a diagrammed plot plan will not be accepted.**
- Map showing location of all neighboring dwellings which will have visual and acoustic access to the pool.
- Signatures of all neighboring dwellings which will have visual and acoustic access to the pool.
- Schematic or sketch, with dimensions, showing:
    1. Deck Areas
    2. Patio
    3. Lighting
    4. Walkways
    5. Fence
    6. Additions as result of pool
    7. Other structural change e.g., fire pits, grills, kitchens, etc.
- Completed Pool Worksheet.

Pool Part 2:

The application must include:

- Diagrammed plot plan showing the location of the pool and its associated equipment. **Note: Applications without a diagrammed plot plan will not be accepted.**
- All information from Part 1.
- Signatures of all neighboring dwellings which will have visual and acoustic access to the pool.
- Approved pool permit from Howard County.
- Completed Deck Worksheet.
- Completed Fence Worksheet.
- Grading plan.
- Landscape plan.
- Screening plan.
- Completed Pool Worksheet.

Approval

Your application will most likely be approved if the following criteria are met:

1. Size of the pool is of reasonable proportion to the house, lot, and other structures on the lot.
2. Fence surrounding the pool meets the requirements of the River Hill Architectural Guidelines and Covenants. Howard County has specific requirements pertaining to fencing surrounding the pool area. Contact the County for specific fencing requirements.

NOTE: Approval of certain fence styles will be contingent upon completion of the pool. Applicants must demonstrate that the lot's size, shape, and topography are suitable for a pool; however, the RHAC may deem some lots unsuitable for a pool. An approved Howard County Building permit does not constitute authorization for the construction of the pool **nor does the approval of the preliminary application constitute authorization for the construction of the pool.**

Above ground pools will not be approved.

GUIDELINE No.37

Portico/ Front Porches/ Front Entryways

An Exterior Alteration Application must be submitted for the addition of, or restructuring of a front entryway, portico, or front porch.

Exterior Alteration Application Requirements

The applications must include:

- Diagrammed plot plan, showing location of the proposed structure. **Note: Applications without a diagrammed plot plan will not be accepted.**
- A detailed plan, to include a written description of all materials to be used.
- Measurements, dimensions, etc. of the project.
- Elevation drawings of the structure.
- Details of any railings to be used, if applicable.
- Description of flooring.
- Description of any corbels, brackets, or braces to include number, color, and placement.
- Description of any plantings to be removed for the construction of the structure.
- Changes in window or door locations, size, or style.
- Description of changes in exterior lighting to include the addition or removal of lighting and wattage.
- Description of proposed landscaping or screening. See GUIDELINE No.47—SCREENING.
- List of construction materials to include colors.
- The roof pitch and color if one is added.
- Color of soffit and fascia.

Approval

Your application will most likely be approved if it meets the following criteria:

1. The alteration is compatible in location, color, size, conformity with the design of the house, and in relationship to neighboring dwellings.
2. The Howard County Building Code is adhered to in all its aspects, including the obtaining of a building permit.
3. The alteration matches the existing structure in style, color, and material.

GUIDELINE No.38

Porches: Screened, Enclosed Decks

See GUIDELINE No.13a,b—DECKS, PORCHES, SCREENED/ ENCLOSED DECK ADDITIONS.

GUIDELINE No.39

Professions and Home Business

An Exterior Alteration Application must be submitted for all professions and home businesses.

Exterior Alteration Application Requirements

The application must include:

- Type of profession/home business desired (complete description).
- Purpose of the Business.
- Description of where business-related materials will be stored.
- A description of any signage to be used must be included in the application.
- Approximate square outside footage of lot to be used for the business, if applicable.
- Description of how products, services, or materials will be distributed and advertised, if applicable.
- Type and number of vehicles and where such vehicles are to be parked if rental property.
- Number and type of deliveries required.
- Type and number of vehicles to be used in the business, and where such vehicles are to be parked.
- The total square footage of the home and the percentage of that square footage to be utilized in the conduct of the proposed business.
- The operating hours.
- The number and times of meetings to be held per week and the number of people, who will attend meetings, as well as the number and type of vehicles that meeting members will drive and park at the meeting.

Approval

Your application will most likely be approved if the following criteria are met:

1. A completed in-home business or profession application is submitted.

2. An acknowledgment of the adjacent or affected property owners by signature is provided. (Signatures acknowledge awareness and does not constitute approval or disapproval.)
3. The primary use of the residential property will remain a personal residence.
4. Any sign or signage, other advertising service relating to professions or home businesses has been applied for using an Exterior Alteration Application and will not be placed on the Lot until approved by the RHAC.
5. Operating personnel is limited to one employee other than those members permanently residing in the residence. Other proposals will be considered on a case-by-case basis.

NOTE: Section 11.02 of the River Hill Village Covenants states: "No profession or home industry shall be conducted in or on any part of a Lot or in any improvement thereon on the Property without specific written approval of the Architectural Committee." The Architectural Committee, in its discretion, upon consideration of the circumstances in each case, and particularly the effect on surrounding property, may permit a Lot or any improvement thereon to be used in whole or in part for the conduct of a profession or home industry." Home businesses are included in "home industries."

If the impact of the profession or home business on other properties is significantly greater than that stated in the original application, the RHAC may reconsider and rescind its approval. The impact on traffic and parking is a consideration that the RHAC will take under advisement. Approval will only be granted if the business is considered to be compatible with a high-quality residential neighborhood. Any variance from the approved application will be considered a violation of the River Hill Village Covenants.

The following activities, among others, may be permitted at the discretion of the RHAC: music, art, and dance classes; schools, medical and dental offices; fraternal or social club meeting place; seamstress services.

Applications must be renewed after the first year and/or in the event of any material changes. Thereafter, applications must be renewed every two years and/or in the event of material changes.

GUIDELINE No.40

Radon Units

Fast Track Available

An Exterior Alteration Application is required for all radon mitigation systems/units where exhaust pipes etc. must be located in the front of the home or above the roofline.

Exterior Alteration Application Requirements

The application must include:

- Diagrammed plot plan including the exact location of the radon unit. **Note: Applications without a diagrammed plot plan will not be accepted.**
- Manufacturer's drawing and/or photograph if available.
- Description of the type of screening.
  See GUIDELINE No.47—SCREENING.

Approval

Your application will most likely be approved if the following criteria are met:

1. A completed application is submitted.
2. A screening plan is provided.
   See GUIDELINE No.47—SCREENING.

Approval Not Required

An application for exterior radon units will not be needed if the following criteria are met:

1. The exhaust pipe is located alongside a downspout and painted the color of the downspout.
2. The unit is placed vertically on the side of the house and painted to match the siding.
3. The unit is located along the rear or side of the house and is of a size that does not require screening.

GUIDELINE No.41

Rain Barrels

Rain barrels, or rainwater storage containers, capture rainwater and hold it for later use on lawns, gardens, and indoor plants. Collecting rain runoff in rain barrels reduces the amount of water that flows from a property, reduces erosion, and conserves water. An Exterior Alteration Application for consideration by the RHAC is required when placing a rain barrel on your property.

Exterior Alteration Application Requirements

- A diagrammed plot plan showing the location of no more than one rain barrel located at each downspout on your property. Rain barrels shall be placed on a level surface and secured so as not to topple.
- Rain barrels must not exceed a sixty-five-gallon capacity limit and may be constructed of either vinyl material to match the siding or trim of the house or unstained wood material.
- Rain barrels must be maintained at all times and should be free of standing water on or around anything not used as part of the rain barrel system, must be conducted including the use of the collected water, mosquito screens or dunks (that kill mosquito larvae, but are harmless to birds, wildlife, and pets) to prevent breeding, and have an annual inspection for cracks, leaks, or debris.
- A properly diagrammed plan to properly divert the drainage/ overflow/runoff from the rain barrel onto the neighboring properties, common areas, or open space.

Approval

Your application will most likely be approved if the following criteria are met:

1. The rain barrel is located on the property at a downspout.
2. The rain barrel is secured so as not to topple.
3. The rain barrel is placed on a level surface.
4. The rain barrel does not exceed 65 gallon capacity and 48 inches in height.
5. Vinyl barrels, match either the siding or downspout color.
6. Wooden rain barrels remain natural, i.e. unstained.
7. No more than two (2) rain barrels are proposed.
8. Information is provided on how mosquitoes will be prevented.

NOTE: Rain barrels must be maintained at all times and should be kept free of standing water on or around anything not used as part of the rain barrel system. The rain barrel drainage must be properly diverted and may not flow onto neighboring properties, common areas or open space.

During the winter season, rain barrels should be stored and/or all water removed or maintained in such a way that water will not get into the receptacle and freeze. These steps will ensure prolonged barrel life and avoid maintenance issues.

GUIDELINE No.42

Rebuilds

An Exterior Alteration Application is required for all tear downs and/or new construction. Approval is required prior to demolition except where demolition is necessary to maintain the integrity of the neighborhood. All applications for tear downs/rebuilds are required to obtain a Howard County building permit.

Exterior Alteration Application Requirements

The application must include:

- Diagrammed site plan with dimensions, boundaries, present structures, and the proposed alteration. **Note: Applications without a diagrammed plot plan will not be accepted.**
- Diagrammed plot/survey plan showing the current and proposed footprints of the new house in relationship with and measurement to all abutting property lines.
- List of exterior building materials with detailed descriptions, color samples and styles.
- Scale drawing of proposed floor plan.
- Scale drawings of proposed construction including elevations/ all views.
- Description of material, and color(s) for the following: roof, siding, trim, doors, fixtures.
- Lighting design plan with wattages.
  See GUIDELINE No.30—LIGHTING.
- Foundation information.
- Completed Deck Worksheet (if applicable).
- Garage plans to include garage doors.
  See GUIDELINE No.14—DOORS AND GARAGE DOORS.
- Landscaping plans. See GUIDELINE No.28a,b,c—LANDSCAPING.
- Patio plans. See GUIDELINE No.34—PATIOS and WALKWAYS.
- Deck/Porch plans. See GUIDELINE No.13a,b—DECKS.
- Walkway plans. See GUIDELINE No.34—WALKWAYS.
- Window plans. See GUIDELINE No.60a,b—WINDOWS.

Approval

Your application will most likely be approved if the following criteria are met:

1. Submitted a completed application.
2. Have clearly marked corners of the structure for any site visits to be done by the Resident Architectural Committee. Have described tree removal. See GUIDELINE No.28a,b,c—LANDSCAPING.
3. All replaced structures are of the same style, materials, colors, etc.
4. Timelines with anticipated starting and completion dates for demolition, construction and landscaping are provided.
5. Five (5) copies of plans over 11 x 17 inches are included.

NOTE: Remind your contractors that they may not start before 7:00 a.m. and if work is to be done on the weekends that they are considerate of your neighbors. It would be greatly appreciated if they could start a little later on weekends. If port-a-potties are used please ensure that your contractor follows COMAR rules for placement. Please ensure that all debris is removed in a timely fashion during and after construction and that no waste is allowed to accumulate on the lot.

GUIDELINE No.43

Rental Properties, Boarders and Shared Living

An In-Home Business Application is not required for rental properties, boarders and shared living. Every dwelling or dwelling unit in Howard County which is not occupied solely by the owner or owner's immediate family must be licensed.

GUIDELINE No.44

Re-Siding, Reroofing, and Restyling

An Exterior Alteration Application must be submitted for residing, reroofing, or restyling if it will be a color or material change. A "change" in house color includes any variations in shade, lighter or darker, from the original builder-approved and applied color as well as the addition of stone or masonry trim.

Exterior Alteration Application Requirements

The application must include:

- Diagrammed plot plan. **Note: Applications without a diagrammed plot plan will not be accepted.**
- Sample of the proposed new siding or shingle.
- Plans for addition of any masonry or stone.
- Plans for roof with sample of the color.

Approval

Your application will most likely be approved if the following criteria are met:

1. Samples of all colors selected are provided. The number of colors used should be limited to one for siding, one for trim, with a compatible accent door color.
2. Care is taken to complement the roof color.
3. Proposed colors are medium to dark or earth tone colors.
4. Trim should remain close to, but not lighter than, house siding color.
5. The colors do not duplicate colors used on neighboring homes.
6. Foundation painting matches or blends with the color of the siding.

NOTE: Residing with aluminum or vinyl should follow the same color guidelines as for house repainting. An actual sample is required. Horizontal siding is preferred. Window and door trim should remain contemporary in style.

GUIDELINE No.45

Retaining Walls

An Exterior Alteration Application is required for all retaining walls. Retaining walls and rock walls require thought and planning just like any other building project. Soil properties, wall height, wall type or function, drainage discharge loads, adjacent grading, etc. must be taken into consideration.

Exterior Alteration Application Requirements

The applications must include:

- Diagrammed plot plan with the location of the retaining walls. **Note: Applications without a diagrammed plot plan will not be accepted.**
- List of materials and colors and or a brochure or sample, if applicable.
- Grading diagram.
- Drainage diagram.
- Completed cross-sectional drawing of wall to scale.
- Elevation view from low grade side of wall drawn to scale.

Approval

Your application will most likely be approved if it meets the following criteria:

1. Exposed height of the retaining wall does not exceed 36 inches.
2. Materials compliment the character of the house.
3. Long expanses of walls are broken up with insets or change of materials.
4. Retaining walls do not block or affect an existing swale or drainage path in a manner to cause damming and small shallow pools/puddles.
5. Site plans show water run-off (use arrows to indicate the flow of water).
6. The location of the retaining wall cannot obstruct any swales or natural water run-off.
7. No part of a retaining wall 36 inches or higher extends across the building restriction line (BRL), (typically 7.5 or more feet from the property line).

NOTE: Homeowners will be responsible for all safety concerns including any need for a railing on the retaining wall. Homeowners will coordinate with Howard County for all necessary permit requirements.

GUIDELINE No.46

Satellite Dishes

See GUIDELINE No.3—ANTENNAS AND SATELLITE DISHES.

GUIDELINE No.47

Screening

An Exterior Alteration Application must be submitted for screening of any kind.

Exterior Alteration Application Requirements

The application must include:

- Diagrammed plot plan including a scaled drawing of the item to be screened. **Note: Applications without a diagrammed plot plan will not be accepted.**
- Location, variety, width, height, and description of landscape screening.
- Detailed landscape plan for screening.
- The size of all trees and shrubs at planting and the projected size at maturity.
- Any existing landscaping and/or fences.
- Description of the material of the fence(s) as well as the height, style, material, and color if a fence or partition will be used as screening. See GUIDELINE No.17—FENCING.

Approval

Your application will most likely be approved if it meets the following criteria:

1. That particular attention is paid to the RHAC recommendations for deciduous or coniferous type plantings, whichever is more appropriate.
2. Trees are not planted in a row in the form of a hedge or barrier.
3. A variety of plant materials are used.
4. Plant materials are clustered or staggered.
5. The scale of screening is considered.
6. Opaque plantings of trees or shrubbery are not used along property lines as delineation or otherwise planted in a row.

NOTE: Landscape or fence screening may be required as part of, but not limited to, the following exterior alterations: antennas and satellite dishes, basketball units, clotheslines, compost piles, dog houses, driveways, vegetable gardens, heating and air conditioning units, hot tubs and whirlpools, lawn ornamentation, patios, and walkways, play equipment, pools, sheds and storage units.

GUIDELINE No.48a

Security Lighting

An Exterior Alteration Application will be required for all security lighting, flood lights and various types of high output lights.

Exterior Alteration Application Requirements

The application must include:

- Diagrammed plot plan showing the location. **Note: Applications without a diagrammed plot plan will not be accepted.**
- Bulb type and wattage or wattage equivalent.
- Aim and illumination area of lights.
- Style, size, scope (range) of proposed lights.
- Describe the impact on neighboring properties.
- Manufacturer's drawing.
- Brochure.
- Description or photograph, if available.

Approval

Your application will most likely be approved if it meets the following criteria:

1. Consideration is given to the impact on neighboring properties.
2. The lighting illuminates only a specific area which is totally within the applicant's property.
3. High light fixtures are shielded to prevent unwanted or excessive intrusion of light from one property to another.
4. Number (amount) of security lights is reasonable to the size and scale of the property.
5. Lighting does not detract from the residence's appearance or the residential look of the neighborhood.
6. All lighting equipment is painted to match the color of the surface to which they are attached.

NOTE: Exterior Alterations of this type must be considered carefully because of the impact on neighboring properties.

GUIDELINE No.48b

Security Cameras

An Exterior Alteration Application will be required for all exterior security cameras.

Exterior Alteration Application Requirements

The application must include:

- Diagrammed plot plan showing the location of the cameras. **Note: Applications without a diagrammed plot plan will not be accepted.**
- Aim and reach area of camera.
- Style, size, scope (range), number of proposed cameras.
- Description of the impact on neighboring properties.
- Manufacturer's drawing and/or photograph, if available.

Approval

Your application will most likely be approved if it meets the following criteria:

1. Consideration is given to the impact on neighboring properties.
2. The cameras are carefully aimed so that they COVER or survey a specific area, which is totally within the applicant's property and not where there is a reasonable expectation of privacy.
3. Number (amount) of security cameras is reasonable to the size and scale of the property.
4. Cameras do not detract from the residence's appearance or the residential look of the neighborhood.
5. All camera equipment is inconspicuous or painted to match the color of the surface to which it is attached.

NOTE: Exterior Alterations of this type must be considered more carefully because of the impact on neighboring properties.

GUIDELINE No.49

Sheds and Storage

An Exterior Alteration Application must be submitted for all sheds and outside storage sites. This includes any permanent structure built to house tools and provide extra storage outside the existing house.

Exterior Alteration Application Requirements

The application must include:

- Diagrammed plot plan which shows the relationship of the shed to the house and property lines. **Note: Applications without a diagrammed plot plan will not be accepted.**

- Statement as to the architectural style of the house/townhouse.
- List of materials to be used. Include a description of the color along with all color samples (e.g., shed, house and trim).
- Detailed drawing of the shed including elevation drawings.
- Dimensions, style, and location of door(s).
- A description of proposed landscape screening, if applicable. See GUIDELINE No.47—SCREENING.

Approval

The shed will most likely be approved if the following criteria are met:

1. Shed is located behind the house and as close to the rear of the house as possible. Sheds attached to the house are preferred. If a more desirable location such as the back of the owner's lot in a heavily wooded area is available, the RHAC will give it consideration.
2. FOR SHEDS ATTACHED TO THE REAR OF THE HOUSE: The shed is a sturdy, permanently anchored structure, which will be maintained.
3. FOR SHEDS IN OTHER LOCATIONS ON THE LOT: The shed structure door/opening faces towards the homeowner's property.
4. Material is similar to the house (e.g., wood for wood siding houses). Composite material may be considered if it matches the style and material look of the house and is of the same quality and color. If the house is restyled, resided or paint color change is made, the shed must match.
5. The shed does not include decorative embellishments (e.g., eagles, etc.). These are typically not approved.
6. Size is based on lot size and is in reasonable proportion to the house and/or fenced area.
7. Appropriate screening is provided where applicable. See GUIDELINE No.47 —SCREENING.

NOTE: Townhouse and condominium associations may have further restrictions on sheds, so please check with your local association. The most restrictive guidelines will apply. Townhouse sheds will be reviewed on a case-by-case basis.

GUIDELINE No.50

Sidewalks/ Street Trees

Repair maintenance, including snow removal, of adjoining sidewalks is the responsibility of the adjacent property owner under Howard County Law. Sidewalks must be shoveled within 48 hours after snow has fallen.

If your lot abuts any sections of sidewalk, you are responsible for the sidewalk. Deteriorated sidewalks must be replaced with concrete. (NOTE: No application is required to repair or replace existing sidewalks with concrete; however, any deviation from the original design or location requires that an Exterior Alteration Application be submitted to the RHAC.)

Maintenance of the grass areas between the sidewalk and curb is the adjacent property owners' responsibility and must include appropriate mowing and weeding, in the same manner and frequency as regular lawn care.

Street Tree maintenance remains the responsibility of Howard County Highways. For Street or Road Trees requiring maintenance in Howard County contact 410-313-7450.

GUIDELINE No.51a

Real Estate Signs

An Exterior Alteration Application need not be submitted for real estate signs if all the following applicable criteria are met:

1. One direction sign is permitted on a corner leading to an Open House but must be removed at the end of the sale day.
2. The sign is in compliance with the Howard County Sign Ordinance for Real Estate signs.
3. The sign does not interfere with vehicular or pedestrian traffic, obstruct traffic sight lines, or otherwise impair safety.
4. The sign does not include "SOLD" "PENDING" or "UNDER CONTRACT" riders. These riders are not permitted.

GUIDELINE No.51b

Temporary Garage Sale and Temporary Contractor Signs

An Exterior Alteration Application need not be submitted for temporary signs such as garage sale signs, or signs advertising contracted work being done on the property, **if ALL the following applicable criteria are met:**

1. The sign is in compliance with the Howard County Sign Ordinance.
2. The sign is not larger than 20 inches by 28 inches and does not stand more than 3 feet above the ground when measured from the top of the sign or post, whichever is higher.
3. Contractors using their logos, trademarks and other color schemes do not post more than one sign per lot.

4. Signs are not posted on trees, light poles, street signs or official neighborhood identification or on neighborhood watch signs.
5. No more than one temporary sign is on any property.
6. Signs are neatly lettered, clean and maintained in good condition.
7. Garage sale signs are posted no more than 24 hours in advance of the sale and are removed at the end of the sale day.
8. Signs advertising contracted work being done on a property are posted for no more than 30 days. These signs must be removed upon completion of the project.
9. The sign does not interfere with vehicular or pedestrian traffic, obstruct traffic sight lines, or otherwise impair safety.
10. The sign is at least 20 feet from the adjacent curb or street.

GUIDELINE No.51c

Political Signs

An Exterior Alteration Application need not be submitted for political signs. Political signs may not be posted in the community's common areas and must meet the criteria of Howard County, Maryland, and Federal Law.

GUIDELINE No.51d

Home Security Signs

An Exterior Alteration Application need not be submitted if the following criteria are met:

1. Standard home security signs are attached to the front of the house.
2. A free-standing home security sign is no more than twelve inches square.
3. Free standing signs are mounted on a metal stake or wood post located no further than 10 feet from the house.
4. Only one free standing or attached sign is in front of the house. A second sign may be attached to the rear of the house or mounted in the rear yard.

NOTE: No other signs shall be permitted on any lot without submission and approval of an Exterior Alteration Application.

GUIDELINE No.52

Skylights

Fast Track Available

An Exterior Alteration Application will be required for skylights and or tubular skylights.

Exterior Alteration Application Requirements

The applications must include:

- Diagrammed plot plan indicating the location of the skylight. **Note: Applications without a diagrammed plot plan will not be accepted.**
- An elevation view of roof with skylight or tubular skylight.
- Information on all material to be used.
- Color of frame and trim.

Approval

Your application will most likely be approved if it meets the following criteria:

1. The size and position of skylights on roof planes complement the overall design of the home.
2. Skylights are made of clear materials, such as acrylic, glass, Lexan, fiberglass, or thermalized glass (acrylic).
3. The location will not result in undue outside reflection during the day and night.
4. Skylight is self-flashing (has its own aluminum mount).

GUIDELINE No.53a

Solar Collector Panels (Roof/House Mounted)

An Exterior Alteration Application must be submitted for all Solar Panels.

Exterior Alteration Application Requirements

The application must include:

- Diagrammed plot plan. **Note: Applications without a diagrammed plot plan will not be accepted.**
- Elevation drawings of the house showing the appearance of the collector, collector panel size and number of panels to be installed.
- Material and color of the collectors.
- Details of how the collector edges will meet the roof.
- Materials and a manufacturer's drawing and/or photograph.
- Description of where the inverter will be located.
- Description of the location and placement of the conduits, electric panel, and utility meter, as applicable.

Approval

Your application will most likely be approved if it meets the following criteria:

1. Collectors should be located to give maximum advantage.
2. Large collectors on a sloping roof should appear to be flush with the roof and not lying on top.
3. All trim should be painted to match the background color of the roof or house trim, where attached.
4. All pipe work is concealed.

GUIDELINE No.53b

Solar Collectors/ Panels (Free Standing)

An Exterior Alteration Application must be submitted for all free-standing Solar Collectors.

Exterior Alteration Application Requirements

The application must include:

- Diagrammed plot plan showing the location of the free-standing panels. **Note: Applications without a diagrammed plot plan will not be accepted.**
- Elevation drawings of the house showing the appearance of the collector, collector panel size and number of panels to be installed.

Approval

Your application will most likely be approved if it meets the following criteria:

1. Permanent location of the solar structure is within the rear sightlines of the house; and this has been indicated on the plat plan.
2. Dimensions of the solar structure as provided.
3. The distances of the solar structure from the house, side property line and rear property line have been drawn on the plot plan.
4. Dimensions and materials of the platform on which the solar structure will be mounted have been described.
5. Description of the plant material to be used for screening (deciduous or evergreen), to include the height of the plant screening material at installation and heights of plant material at maturity has been included.
6. The exact location/placement of plant material to be used for screening has been indicated.

GUIDELINE No.54

Storm or Screen Windows and Doors (New and Replacement)

Fast Track Available

An Exterior Alteration Application must be submitted for storm/screen windows and doors other than full view doors where door trim matches, exterior door, shutters, gutters and downspouts and front door molding.

Exterior Alteration Application Requirements

The application must include:

- Complete details of the style, color, size and location of the storm/screen windows and doors.
- Manufacturer's drawing and/or photograph for all replacement storm/screen windows and doors.

Approval

Your application will most likely be approved if the following criteria are met:

1. The doors or windows are of straight forward design without bars, cross-hatching, filigree, or decorative embellishments.
2. The storm door is compatible with the house style.
3. Storm doors match the color of the house siding, exterior door or trim.

NOTE: Townhouse and condominium associations may have further restrictions on storm/screen windows and doors so please check with your local association. The most restrictive guidelines will apply.

GUIDELINE No.55

Swing Sets

See GUIDELINE No.35—Play Equipment.

GUIDELINE No.56

Townhouses

See GUIDELINE No.12—CONDOMINIUMS/TOWNHOUSES.

GUIDELINE No.57

Tree Planting or Removal

Fast Track Available

An Exterior Alteration Application will be required for the following:

a. Removal of any tree whose trunk is over 20 inches in circumference (approximately 7 inches in diameter) when measured at a point 2 feet above the ground, whether the tree is alive or presumed dead.

b. Any plantings with four or more plants in a row or used as a hedge or windbreak or for screening purposes whether in a row or not. See GUIDELINE No.17—FENCING and GUIDELINE No.47—SCREENING.

c. Planting of more than one tree specimen.

d. Relocation and replanting of trees.

Exterior Alteration Application Requirements

Application must include:

- Diagrammed plan showing the exact location(s) and number of tree(s) to be removed or added.
  Note: Applications without a diagrammed plot plan will not be accepted.
- Indication of the reason for tree removal or addition.
- Indication of the height of tree at time of planting.
- Tree type, name, and height at maturity, for tree addition or replacement.

Approval

Your application will most likely be approved if it meets the following criteria:

1. You submit a completed application.
2. You stagger plantings of more than 2 trees.
3. Opaque plantings of trees are not used along property lines as delineation or planted in a row.
4. Stumps are removed or dissolved if large trees are removed.

GUIDELINE No.58

Trellises

An Exterior Alteration Application must be submitted for trellises.

Exterior Alteration Application Requirements

The application must include:

- Diagrammed plot plan showing the location of the trellis. **Note: Applications without a diagrammed plot plan will not be accepted.**
- Material, color, and size of the trellis.
- Relation of trellis to neighboring properties.
- Drawing or brochure of the trellis.

Approval

Your application will most likely be approved if it meets the following criteria:

1. The style, color, materials, size, and proportion complement the architectural character and existing color scheme of the house.
2. The trellis does not significantly impair the view or amount of sunlight of adjacent residences.
3. The trellis is not out of scale with the house.

Approval Not Required

An application will not be required for small plant supports placed against the house or garage which match the background color and are made of a natural material.

GUIDELINE No.59

Vehicles

Vehicle renovation or repairs lasting longer than two days may not be undertaken except in enclosed garages. Inoperable vehicles, vehicles without a valid current registration, or any other similar items may not be stored in the open on any lot.

No boats, boat trailers, house trailers, trucks, recreation vehicles, mobile homes, campers, or any similar items can be stored or parked in the open on any lot without prior written approval of the Architectural Committee. See GUIDELINE No.8—BOATS TRAILERS, TRUCKS AND RECREATIONAL VEHICLES.

Exterior Alteration Application Requirements

The application must include:

- Diagrammed plot plan showing the location of the vehicle. **Note: Applications without a diagrammed plot plan will not be accepted.**
- Elevation drawings of the house and driveway showing the appearance of the vehicle on driveway in relation to adjacent and surrounding properties.
- Dimensions of driveway.
- Dimensions of vehicle.
- Dimensions of vehicle in relation to driveway.
- Description of material to be used to screen vehicle from adjacent properties. See GUIDELINE No.47—SCREENING.

Approval

Your application will most likely be approved if it meets the following criteria:

1. Vehicle size does not obscure view of street traffic.
2. The size of the vehicle does not obscure the ability of adjacent neighbors to ingress or egress their driveways safely.
3. Screening does not significantly impair the view or amount of sunlight of adjacent residences.
4. The screening is not unattractive in appearance.

NOTE: Trucks and multi passenger vehicles are defined as vehicles exceeding 2000 lbs. with exterior signing or lettering; with or without an open, loaded or flatbed rear section; with area for a ladder and tool carrying capacity. To include pickup trucks with or without signage that are used for commercial hauling; Full-Size vans, Minivans and SUVs weighing between 13,000 and 33,000 lbs., and heavy trucks that are used for local delivery and public service commercial purposes.

GUIDELINE No.60a

Windows (Replacements, Additions)

An Exterior Alteration Application must be submitted for all additional windows, replacement windows, garden windows, dormers if the style of the replacement or addition varies from the original.

Exterior Alteration Application Requirements

The application must include:

- Diagrammed plot plan indicating location of window changes. **Note: Applications without a diagrammed plot plan will not be accepted.**
- Complete details about the style, color, size and location of all windows to be added or replaced.
- Manufacturers' drawings, photographs.
- Material samples, if requested.

Approval

Your application will most likely be approved if the following criteria are followed:

1. Alterations and materials are in keeping with the existing style and exterior color scheme of the house.
2. Proposed additions are uniform with other windows, e.g., mullions, grids, trim, color, etc.

GUIDELINE No.60b

Windows (Films or Coatings)

An Exterior Alteration Application must be submitted for all films or coatings to be applied to windows.

Exterior Alteration Application Requirements

The application must include:

- Diagrammed plot plan indicating location of window changes. **Note: Applications without a diagrammed plot plan will not be accepted.**
- Details about the color, and material of film or coating.
- Manufacturers' drawings, photographs.
- Material samples, if available.

Approval

Your application will most likely be approved if the following criteria are met:

1. Films are neutral in color and nearly invisible from the exterior of the home.

GUIDELINE No.61

Woodpiles

An Exterior Alteration Application is required for woodpiles not located at the rear of the house and located within the sightlines of the house.

Exterior Alteration Application Requirements

The applications must include:

- Diagrammed plot plan showing the proposed location of the woodpile. **Note: Applications without a diagrammed plot plan will not be accepted.**
- Relation of woodpile to neighboring properties.
- Explanation of reason for the proposed location of woodpile.
- Screening information, if applicable. See GUIDELINE No.47—SCREENING.

Approval

Your application will most likely be approved if it meets the following criteria:

1. A complete application is submitted.
2. Application is accompanied by an application for screening, if applicable.

Approval Not Required

No application is required for woodpiles if the following criteria are followed:

1. Woodpiles are located at the rear of the house and within the lines defined by the sides of the house extended to the rear.
2. Wood is not stacked on sidewalks, driveways, rights-of-way, etc.
3. There are not excessive amounts of wood.

NOTE: The Columbia Association and Howard County do not permit use of their Open Space for this, or any other personal use and violators will be cited. The RHAC may require screening of woodpiles. See GUIDELINE No.47—SCREENING.

Stacking of wood on sidewalks, driveways, rights-of-way, etc. is NOT PERMITTED, nor is the storage of excessive amounts of wood.

GUIDELINE No.62

Other

When a guideline is not available for the project you are proposing, a complete application is needed.

Exterior Alteration Application Requirements

The application must include:

- Diagrammed plot plan with the proposed change shown. **Note: Applications without a diagrammed plot plan will not be accepted.**
- Information sufficiently detailed to permit understanding and evaluation of your proposal.
- Dimensions, materials colors.
- Landscaping and or screening plans, as applicable.
  See GUIDELINE No.28—LANDSCAPING.
  See GUIDELINE No.47—SCREENING.

Conclusion: It is impossible to write guidelines necessary to cover all exterior changes. When a guideline is not available for the project you are proposing, a complete application is needed. Emphasis should be placed on proper scale, materials, color and impact on neighboring properties. It should be noted that certain lots are not conducive to certain architectural and landscape changes. You must complete and submit an application prior to embarking on any project for which an application is required. Approval or disapproval of any proposed exterior change is within the discretion of the RHAC.