

# Norbeck Crossing

## DESIGN GUIDELINES

A HANDBOOK FOR  
NORBECK CROSSING  
HOMEOWNERS

July, 2014



# NORBECK CROSSING HOMEOWNERS ASSOCIATION

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NOTE: Design Review Application forms can be obtained from the Managing Agent.

## I. GENERAL

### A. APPLICABILITY

These guidelines apply to the land and improvements thereon owned by owners of fee-simple townhomes and single family detached dwellings to include, but not limited to, homes, driveways, sidewalks, porches, decks, and landscaping. The land owned by owners of single-family attached (townhouses) and detached homes is defined by a Plat Plan and legal description on the deed.

In general, these guidelines do not apply to Norbeck Crossing Homeowners Association, Inc. facilities or common areas, ingress/egress areas or utility easement areas.

### B. PURPOSE OF THE HANDBOOK

The purpose of this handbook is to familiarize homeowners at Norbeck Crossing with the objectives, scope and application of design standards and guidelines. These are intended, and shall be employed to maintain the aesthetic appearance and environmental quality of the Norbeck Crossing community.

This handbook will serve as a valuable reference source and will assist homeowners in preparing acceptable applications for review by the Association's Design Review Committee. **All homeowners are encouraged to familiarize themselves with its contents and to retain the handbook for future use.**

The handbook enumerates specific design standards and guidelines, which have been adopted by the Board of Directors of the Norbeck Crossing Homeowners Association. It also explains the application and review process that must be adhered to by homeowners seeking approval for any exterior modifications to their homes or lots, and are subject to approval by the Association. **If you would like to have an exterior modification that is not reflected or permitted in these guidelines, please submit an application to the Design Review Committee for review of your request.**

### C. BASIS FOR AND OBJECTIVES OF PROTECTIVE COVENANTS

The legal documents for the Norbeck Crossing Homeowners Association contain covenants, including those pertaining to design standards. Legally, these covenants are a part of the deed for each home and are binding upon all initial homeowners and their successors in ownership, irrespective of whether or not these owners are familiar with such covenants.

The primary purpose of design covenants is to maintain environmental and architectural design standards for the entire community. The promulgation and enforcement of design standards is intended to achieve the following objectives:

- Maintain consistency with the overall design concept for the community;
- Promote harmonious architectural and environmental design qualities and features;
- Promote and enhance the visual and aesthetic appearance of the community.

The enforcement of design standards not only enhances the physical appearance of a community but also protects and preserves property values. Homeowners residing in association communities, which

enforce design covenants, are protected from actions which can detract from the appearance of the community and diminish property values. In fact, surveys of homeowners living in association communities consistently reveal that this was an important consideration in their decision to purchase a home.

#### **D. ROLE OF THE DESIGN REVIEW COMMITTEE**

All homeowners at Norbeck Crossing are automatically members of the Norbeck Crossing Homeowners Association. The Association is a non-stock corporation, which owns and is responsible for the upkeep and maintenance of all common properties within the community.

The Association is also responsible for the administration and enforcement of all covenants, which are applicable to property owners, including design standards and restrictions. The Declaration of Covenants, Conditions and Restrictions for the Norbeck Crossing Homeowners Association Article 7 provide that responsibility for the enforcement of design standards shall be exercised through a Design Review Committee.

The Board of Directors of the Norbeck Crossing Homeowners Association will appoint a Design Review Committee of at least three members. The Committee shall be responsible for enforcing the Association's Design Guidelines with respect to exterior modifications proposed by lot owners to homes and lots. The Design Review Committee shall review and approve or disapprove applications submitted by lot owners for exterior additions, alterations or modifications to a home or lot. The Design Guidelines promulgated by the Association's Board of Directors shall govern the review process.

As part of its responsibilities, the Design Review Committee will make recommendations to the Board of Directors with respect to the modification of the Design Guidelines approved by the Board. The Committee will also be responsible for providing guidance to the managing agent regarding possible violations of the Association's Design Guidelines.

#### **E. APPLICATION AND REVIEW PROCEDURES**

Essentially, all changes, permanent or temporary, to the exterior appearance of a building or lot are subject to review and approval by the Design Review Committee. The review process is not limited to major additions or alterations, such as adding a room, deck, or patio. It includes such minor items as changes in color and materials. Approval is also required when an existing item is to be removed, changed or altered.

**If there is any doubt as to whether or not a proposed exterior change is subject to design review and approval, homeowners should seek clarification from the Design Review Committee before proceeding with the change.**

**Design Review Application** and review procedures which are to be used by the Design Review Committee regarding exterior changes to homes are detailed below:

1. **Design Review Applications** - All applications for a proposed change must be submitted in writing using the application form authorized by the Design Review Committee. **Design Review Applications** must be complete in order to commence the review process. It is the

homeowner's responsibility to review and ensure the presence and completeness of all application supporting documents before submission. Incomplete applications will be returned to the applicant with a statement of deficiencies that must be remedied in order to be considered for review.

Unless notified to the contrary, homeowners should submit applications by mail, hand delivery or e-mail:

**Electronic: PREFERRED METHOD**

Owner Portal at <https://portal.tmgainc.com>

**Mail To:**

Norbeck Crossing Homeowners Association  
c/o The Management Group Associates, Inc  
20440 Century Boulevard, Suite 100  
Germantown, Maryland 20874

**Hand Deliver To: (Monday - Thursday 9am - 6pm)**

Norbeck Crossing Homeowners Association  
cc/o The Management Group Associates, Inc  
20440 Century Boulevard, Suite 100  
Germantown, Maryland 20874

**You may direct questions regarding ARC Applications using the following:**

Phone: 301-948-6666  
[tmgainc@tmgainc.com](mailto:tmgainc@tmgainc.com)

2. **Supporting Documentation** - The **Design Review Application** must include a complete and accurate description of the proposed improvement(s). In order to permit evaluation by the Design Review Committee, supporting exhibits will be required and should include:
  - A site plan (plat) showing the location and dimensions of the proposed improvement
  - Elevation drawings for porches, decks, and sunrooms
  - Architectural drawings or plans, as applicable
  - Landscape plan showing dimensions of beds and the height and width of plants upon maturity
  - Material and/or color samples, etc.
  - Photographs, catalog illustrationsThe Design Guidelines and application form provide guidance with respect to the supporting documentation required for various types of improvements.
  
3. **Time Frame for Completion of the Review** - The Design Review Committee will provide a response to any proposed improvement within 45 days after the receipt of a properly completed application. However, the 4 day review period will only commence upon the

receipt of a complete application form, including any required exhibits. It is therefore advisable for homeowners contemplating substantial improvements to first ensure that they are aware of all required supporting documentation prior to submitting a **Design Review Application**. In the event that the Committee fails to act within the 45 day period, an application will be automatically referred to the Board of Directors, which must make a decision within 15 days after the first Board of Directors meeting following the referral of the application.

4. **Notice of Approval/Disapproval** - Homeowners who have submitted **Design Review Applications** will be given written notice of the decision of the Design Review Committee.
5. **Appeals Procedure** - Homeowners who have submitted **Design Review Applications** may appeal non-favorable decisions of the Design Review Committee to the Board of Directors. Homeowners have the option of resubmitting their application along with any additional information to the Design Review Committee for reconsideration before appealing to the Board of Directors.

A homeowner may appeal a decision of the Design Review Committee by submitting a written request to the Board of Directors within 10 days after the date of an action by the Design Review Committee. This request should include any new or additional information that may clarify the requested change or demonstrate its acceptability. The Board may, at its discretion, conduct an informal hearing related to the appeal.

#### **F. ENFORCEMENT PROCEDURES**

The Declaration and Bylaws of the Association empower the Design Review Committee and the Board of Directors to enforce compliance with the Association's Design Guidelines. Enforcement is accomplished through the managing agent. The following enforcement procedures will be used to ensure compliance.

1. The managing agent will conduct annual inspections of all single family attached and detached homes in Norbeck Crossing.
2. A violation may be observed and reported to the managing agent by a member of the Design Review Committee, the Board of Directors, the managing agent, or a homeowner. In the case of homeowners wishing to report a potential violation, a written notification (letter, email, or fax) should be transmitted to the managing agent.
3. The alleged violation will be confirmed by a site visit that the managing agent performs. If in the opinion of the managing agent the alleged violation requires clarification, it will be referred to the Design Review committee for guidance.
4. The managing agent will notify the resident of a violation by letter requesting appropriate action to correct the violation. Notice will be sent by certified mail where the violation is deemed to involve an immediate emergency or where such violation, if not remedied, will increase or enhance with the passage of time.
5. Upon receipt of violation letter the homeowner has the option to correct the violation and notify the managing agent that the correction has been made or submit a **Design Review Application** to the Design Review Committee.

6. If the violation continues for 30 days after notification to the resident in violation (or if no substantial progress is made in correcting the violation, where such remedy would require more than 30 days) a letter will be sent by certified mail to the resident in violation. This letter will provide notice that the violation must be corrected within 15 days from the date of mailing of the letter or alternatively, that the resident in violation must submit to the managing agent a written plan, including timing, for the correction of the violation within a reasonable period of time, where such violation cannot be corrected within the 15 day period.
7. If the violation is not corrected within 15 days from the date of mailing of the certified letter (or, if progress is not being made to correct such violation in accordance with a plan agreed to by the resident in violation and the managing agent) the managing agent will send the resident in violation a certified mailing informing the resident of the time and place of a formal hearing by the Board of Directors.
8. The managing agent shall refer the violation to the Board of Directors for enforcement of the Association's Design Guidelines. If, as a result of the hearing, the Board of Directors determines that the violation has either not been corrected or that the resident is not making a good faith effort to correct the violation in a timely manner, the Board may impose fines and/or suspend a homeowner's use of amenities such as recreation facilities.
9. The above procedures do not preclude the managing agent or the Board of Directors from taking accelerated measures in the case of a violation that constitutes an emergency situation; provided that the resident in violation has been properly notified by certified mailing and the action is consistent with the provisions of the Association's legal documents. Likewise, the managing agent or the Board of Directors may establish shorter notification periods for the correction of violations of the Design Guidelines where the homeowner shall not be disadvantaged by a shorter notification period for compliance.

#### **G. PROPERTY MAINTENANCE STANDARDS**

1. All portions of a lot that are not improved by an impervious surface or a structure must be maintained with grass or other vegetation installed by the builder or approved by the Design Review Committee, as required. No bare earth may be exposed on a lot, except for flower beds and shrubs with appropriate approvals.
2. All turf areas on a lot must be kept neatly mowed during the growing season. Grass should not be permitted to exceed 6 inches in height. It is highly recommended that sidewalks and driveways be edged at least twice a month during mowing season.
3. Turf areas and other vegetation should be watered during dry periods. Any dead plants, shrubs or trees should be removed immediately. This includes removing dead vegetation from trellises, landscaping, vegetable gardens, and arbors at the end of each growing season.
4. Turf areas should be kept as weed free as possible. At no time should weed cover exceed more than 25% of the total turf area.
5. No trash or debris may accumulate or be stored in a visible location on a lot. Construction materials required for the improvement of a home or lot should be neatly stored in as unobtrusive a location on the lot as possible when not in use. All trash/recyclables receptacles shall be removed from the streets, walkways, or exterior portions of the lots following pickup on the day of the scheduled trash removal.



6. All trash and recycling containers must be stored inside. No exterior storage of trash will be allowed for any reason at anytime.
7. All hedges, trees, shrubs and plants must be neatly trimmed and maintained and their size maintained in proportion to the lot, home and Design Guidelines through pruning.
8. The exterior of a home and lot must be maintained in an attractive manner.
  - No significant blistering or peeling of exterior painted surfaces is permitted.
  - Any exterior building components (i.e., siding, gutters and downspouts, roof shingles, windows and doors), which are missing, stained, broken or otherwise in a state of disrepair, must be repaired as quickly as possible.
  - Hoses should be rolled up on a reel or hidden from view when not in use.
  - Because exterior post lamps assist in community appearance and safety, they shall not be removed or turned off during hours of darkness; they shall be maintained in good working order. Burnt-out bulbs shall be promptly replaced. If the post lamp has been converted to a manual switch, it shall be turned on at dusk.
9. Decks, Fences, Pergolas and Decorative Objects must be maintained in good condition at all times. (See DECKS, FENCES, PERGOLAS and DECORATIVE OBJECTS).
10. Homeowners are responsible for maintaining (i.e., mowing) the utility strip between the sidewalk and the curb if one is present for any area adjacent to their lot.

## **II. DESIGN GUIDELINES**

Approval by the Committee of exterior modifications shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other features of proposed change being reviewed.

It is the homeowner's responsibility to see that the appropriate county permits are obtained and to contact the proper authorities concerning easements before making any exterior modifications.

No improvement of any type may negatively impact physical properties or drainage on neighboring lots or common area. In the event that a neighboring property or common area is negatively impacted, the homeowner who made the improvement shall bear full responsibility for correcting the problems.

The Board of Directors has adopted the specific Design Guidelines detailed below:

PLEASE NOTE: The list below is provided for guidance to homeowners on specific items. It is not an exhaustive list. If a homeowner is unsure whether a change requires approval from the Design Review Committee, they should contact the management agent or the Design Review Committee. Additionally, homeowners must submit a Design Review Application and receive approval prior to starting any work, even if it follows the guidelines unless the guidelines specifically state otherwise. For instance, if a homeowner is looking to install a storm door, they should make sure that it matches the storm door criteria, but they also need to submit a Design Review Application and receive approval before installing the door.

AIR CONDITIONING UNITS/HEAT PUMPS - The installation of window air conditioning units or fans is prohibited. The relocation of exterior central air conditioning units and heat pumps require approval and will be considered if there is no adverse visual or noise impact upon adjacent properties. **Design Review Application** and approval are not required to replace a heat pump or air conditioning unit in the original location.

ANTENNAS AND SATELLITE DISHES - Satellite dishes larger than 1 meter (39.37 inches) in diameter are prohibited. Satellite dishes, 1 meter in diameter or less, television antennas and MMDS (multichannel, multipoint distribution) antennas, are permitted. Antennas and satellite dishes are subject to the guidelines below and do not require prior approval from the Design Review Committee.

1. **Location** - Devices should not be installed in the front of a residence. Residents installing antennas or satellite dishes should consider their neighbors and the community's appearance and try to place the device in the least intrusive location. They should be installed below the roof line on the rear side of the roof ridgeline so as to have no or minimal visibility from the front of the home.
2. **Screening** - If a ground mount is necessary to receive a signal, ground level dishes and antennas should be screened so that they are not visible either from the street or to other lot owners.

ATTIC VENTILATION - The installation or replacement of roof mounted powered (electric/solar) attic ventilation fans, similar in style to the ones shown below is permitted on rear roofs. A **Design Review Application** accompanied by a photograph or brochure showing the style and dimensions of the proposed fan is required. A quiet model should be selected. The solar panel on solar powered fans must remain attached on top of the fan housing, but it may be tilted to optimize efficiency.



**AWNINGS/SUN SHADES** – Awnings/sun Shades are allowed for sun-shading purposes provided the following guidelines are followed: NOTE: Sunshades are not to be utilized for screening of under-deck storage equipment, gardening supplies, etc.

1. **Location** – All awnings/sun shades are restricted to the rear area of the house and shall not extend beyond the side plane of the house. Awnings are restricted to areas over decks and patios. Awnings shall only be wall mounted and not mounted on the roof. Sun shades are restricted to areas under elevated decks, porches or sunrooms.
2. **Scale and Style** – Awnings/sun shades must be in scale with the house's rear dimensions. They must be retractable. Awnings/sun shades that stay down permanently or require upright support arms are not allowed. Awnings/sun shades should be rolled up when not in use.
3. **Material** – Awnings must be fabric and non-metallic (except for housing and mechanical components).
4. **Color** – The fabric/material of awnings/sun shades must be a solid light neutral color. Awnings/sun shades that have striped colors or designs are not permitted.

**BATTERY-BACKED POWER SUPPLY SYSTEMS** – Battery-backed power supply systems are permitted. Such equipment must be located inside the house or garage. A **Design Review Application** is not required.

**BEEHIVES** – Beehives are not allowed.

**BIRDBATHS/FOUNTAINS** – Birdbaths and Fountains are not allowed.

**BIRDHOUSES/FEEDERS** – Birdhouses and bird feeders are not allowed.

**CARPETING** - Indoor/outdoor carpeting and synthetic grass on any exterior surfaces (for example, front stoops, decks, patios, etc.) are prohibited.

**CLOTHESLINES** – Residents may utilize temporary clotheslines in the rear of their homes. Clotheslines should be temporary and stored out of view when not in use.

**COMPOST BINS** – Compost bins are not allowed.

**CONCRETE SURFACES** – A **Design Review Application** is required for replacement, modification or sealing of any concrete surface. The use of paint or stains will be considered on a case-by-case basis. Repairs do not require a **Design Review Application** and must match the existing concrete surface as closely as possible.

**CUPOLAS** – Cupolas are not permitted.

**DECKS** - **ALL** decks must be approved by the Design Review Committee. Homeowners are advised to consider the following factors:

- **Location.** Decks must be located entirely in rear yards.
- **Scale and Style.** The scale of all decks shall be compatible with the scale of the house as sited on the lot. Decks, particularly elevated decks, should be of a scale and style which are compatible with the home to which attached, adjacent homes and the environmental surroundings.
- **Materials.** Decks must be constructed of high-quality pressure treated wood or recycled wood products such as Trex<sup>®</sup>.
- **Color.** Decks should be left in a natural condition to weather or treated with a transparent (clear) water based or oil preservative or treated with a single wood-tone Natural, Pine or Cedar Color. Application documentation to stain a deck needs to include the color chip as an Exhibit to the Design Review Application. The entire deck, including supports and any attached wooden structures must be treated uniformly. Painted decks are not consistent with the policy.
- **Under Deck Storage.** Elevated decks have an under deck area which can have a negative visual impact on adjoining neighbors, particularly when used as an informal storage space. The use of decorative screening to minimize adverse visual impacts may be required by the Design Review Committee, particularly in the case of high decks.
- **Privacy Screens.** Privacy screens will be allowed on the upper deck subject to the specifications outlined herein. Privacy screens are to be made of single sheet standard wood lattice at least 1/8 inch individual slat thickness (1/4 inch thickness at lap over). Privacy screens are to be framed on all four-perimeter sides. They must be securely attached to the railing to prevent physical or property damage to a neighbor. Privacy screens shall not exceed 24 inches over height from the top of the deck railing to the top of the privacy screen frame. Overall height from the deck floor shall not exceed 60 inches. Placement of the privacy screens shall be only on the side(s) of the deck. They shall extend from the back of the house along the deck railing to the first corner. Privacy screen(s), if stained, must be identical with the natural wood color staining of the deck. No temporary rollup screen(s) shall be allowed. Design drawings, side and top view and placement, are required as part of the application.

**DECORATIVE OBJECTS** - Exterior decorative objects will be evaluated in terms of number, general appropriateness, size, location, and compatibility with architectural, environmental and aesthetic design qualities. The visual impact on the neighborhood, surrounding area and community will also be considered. Decorative objects may include but are not limited to objects that state name, house numbers, “welcome”, etc.

**DOG HOUSES, ANIMAL SHELTERS AND DOG RUNS** - Dog houses and other exterior animal shelters are prohibited. Temporary animal enclosures and dog runs are prohibited.

Dogs must be on a leash at all times when off the owner's property. Dog owners are responsible for cleaning up after their pet on common area and on their own lot. Dogs must be kept quiet so that they do not create a nuisance for adjoining lot owners. Please see Article 8, Section 8.2.(p) of the Declaration for additional information.

### **DOORS**

1. **Front Doors** - Homeowners may replace their existing front doors without submitting a **Design Review Application**, so long as they maintain the existing solid color and design. Any proposed change from the existing design requires a **Design Review Application** accompanied by a photograph or brochure that clearly shows the design of the proposed replacement door. Homeowners may repaint the exterior of their front doors without submitting a **Design Review Application** so long as they match the existing solid color. Any proposed change from the existing color requires the submission of a **Design Review Application**. Color swatches of existing and approved front door colors are on file with the managing agent. NOTE: Color of front door and builder-installed shutters must match.
2. **Other Exterior Doors** - French, Sliding or Standard doors are interchangeable. Replacement doors shall be white or match trim color. The window grids shall be maintained. A **Design Review Application** is required.
3. **Garage Doors** - Residents may **repaint** their existing garage doors without a **Design Review Application** as long as the color matches the existing color.

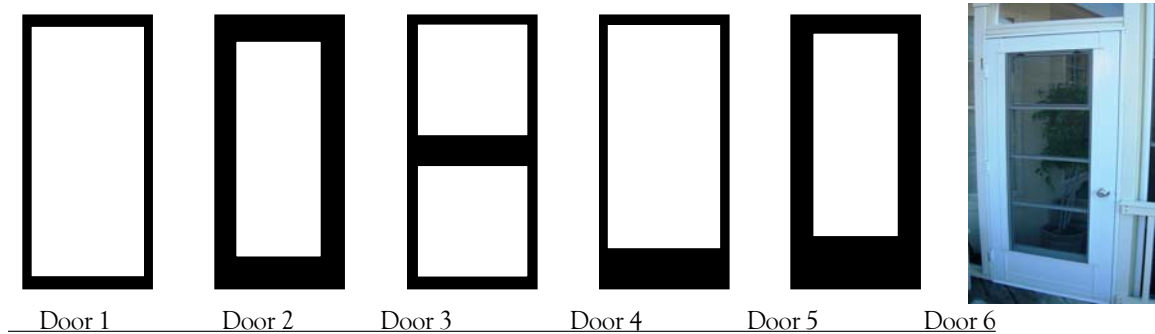
Homeowners may replace their existing garage doors without a **Design Review Application** so long as they maintain the existing color and style. Any replacement of a garage door with a garage door with a new color and/or style will require a **Design Review Application**.

4. **Front Storm/Screen Doors** - At the front/main entry into the home, only storm/screen doors, where the glass/screening covers at least 80% of the door surface is permitted. Doors with decorative treatment, such as grills are not permitted. Doors shall be the same color as the unit entry door, the trim color, or white.

The Design Review Committee has pre-approved several storm doors illustrated below. The storm door styles illustrated below are pre-approved and require a **Design Review Application**. Only door styles 1-5 may be used on front/main entry doors. All 6 styles may be used on

screened porches, screened porches converted to sunrooms with glass or vinyl windows, sun rooms, or standard rear exit doors.

These pre-approved doors may also be used on screened porches and sunrooms.



Disappearing/retractable screen doors are pre-approved and permitted with casing and frame matching house trim color.

#### **DRIVEWAYS** - See CONCRETE SURFACES

**FENCES** - Proper fencing can have a unifying effect upon a neighborhood. Improper fencing can detract from the appearance of a neighborhood. Cluttering the neighborhood with an uncoordinated selection and placement of fences will be avoided. Fences should be compatible with the applicant's house type. Stockade and chain link fencing or chain link material will not be permitted. In all cases, when fencing is constructed, it is to be constructed with the "finished" side facing out.

#### **Fence Location:**

Fences should be installed to fence in the rear yard. Units with rear load garages may not install fences.

**Materials and Colors** - Property line fencing shall be left to weather naturally; however a stain or sealer may be used as a preservative. Continuity of texture and the scale of materials should be considered. Chain link or chain link material is not permitted. Masonry (Brick or stone pillars, etc.) will not be permitted.

A medium gauge mesh (defined as a square or rectangular wire mesh usually factory coated with green, brown or black vinyl) used to increase security as part of an open style fence will be considered. The wire mesh must be attached on the inside of the fence and shall not extend above the top rail. Chicken wire will not be permitted.

Homeowners may not damage or remove any board-on-board, board-on-batten or split rail fence on or adjacent to their lots.

### **Single Family Detached Homes**

Property line fencing must be an "open type", picket, and may not exceed four (4) feet in height. Picket fences may include a segmental dip in the design, but the highest point of the fence may not exceed (4) feet in height. Privacy fences, such as board on board style, (6) six foot fencing will not be permitted. Fences should be constructed of natural woods. Chain link and chain link material will not be permitted. Where security is desired, metal landscape mesh (defined as a light or medium gauge mesh with square or rectangular openings - usually factory coated with a brown, black or green vinyl) may be used. Chicken wire will not be permitted. Fence caps no taller than 6" are allowed.

### **Townhomes**

Owners are permitted to enclose the rear yard with a six foot board-on-board fence. Such fence may not extend forward of the mid plane of the home on end unit homes. Fences must be constructed of a high quality, pressure treated wood and should be left to age naturally or painted with a transparent paint or stain.

**FIRE PITS** - Fire pits in the ground are not permitted.

**FIREWOOD** - No firewood may be stored outside of the home.

**FLAGS/FLAG POLES** - Permanent, freestanding flagpoles are prohibited. Flagpole staffs that do not exceed 6 feet in length and are attached at an incline to the wall or pillar of the dwelling unit do not require approval by the Design Review Committee. No flag shall have its longest dimension greater than 6 feet in length.

**FLOWER BOXES** - Flower boxes are allowed in windows but require a **Design Review Application**. The box color must match the trim or the color of the house. No artificial flowers are permitted.

**GARAGES** - Garages are to be used primarily for vehicular storage and may not be converted to habitable or living space.

**GARAGE DOORS** - Garage doors should be left in a fully closed position when not in use. Using a garage as an obvious pet confinement area (leaving garage doors partially open with or without screening) will not be permitted.

**GENERATORS** - Generators that are permanently installed exterior to the house are generally not permitted. However, in cases where the need (i.e. medical necessity) for such a generator to power a limited number of house circuits can be demonstrated, an exception may be approved. Residents who believe they have a need for a permanently installed generator must submit a **Design Review Application** along with documentation that demonstrates the need. The application will also need to be accompanied by a full description of the generator and transfer

switch to be installed and the name and phone number of the licensed installer. The application must include documentation that the noise output of the generator will not exceed Prince George's County limits. Applicants must also certify in writing that when the need for the permanently installed generator no longer exists, such as sale of the property or death of a resident, that they will take action to remove it. If approved, the unit must be installed within the 4 ft. of the house foundation with landscaping. Relative to sale of home – transfer of generator to new owner is not automatic. The new owner must submit a **Design Review Application** and meet same standard as original owner to retain the generator.

**GREENHOUSES** – Greenhouses are not permitted.

**GUTTERS AND DOWNSPOUTS & GUTTER GUARDS** - All gutters and downspouts must conform in color and design to those installed originally. No approval is necessary to replace existing gutters/downspouts with vinyl or aluminum gutters/downspouts of the same color or design. Any addition of new gutters or downspouts, or a change in location, configuration, or design of an original gutter or downspout, requires approval. Gutters and downspouts must be located in such a manner as not to adversely affect drainage onto neighboring properties. Tubing used for additional drainage purposes should be buried and directed away from adjacent properties. Splash blocks should be black or green plastic or unpainted concrete. Gutter guards must match the existing color of either the gutters or roof shingles.

**HOT TUBS/SPAS** – Hot tubs/spas are not allowed.

**IN-HOME BUSINESS** – The Townhouses and Single Family Detached houses in Norbeck Crossing are primarily for residential use, and should not be used for commercial purposes except for cases where there is a secondary use as a family day care homes or no-impact home-based businesses as provided in the Maryland Homeowners Association Act. Prior to commencing commercial activity, the resident should notify the Norbeck Crossing Homeowners Association Board of Directors or Management Company and should receive the necessary approvals from governmental authorities, if applicable. Please see Article 8, Section 8.2.(g) of the Declaration for additional information.

**LAMP POSTS** – See POST LIGHTS

**LANDSCAPING**

1. Landscaping must not be installed that will, upon maturity, encroach upon a neighbor's property or common ground. No improvement of any type may negatively impact drainage on neighboring lots or common area. In the event that a neighboring property or common area is negatively impacted, the homeowner who made the improvement shall bear full responsibility for correcting the problems. No landscaping shall be planted that will result in an imbalance of turf to planted area. Landscaping must be maintainable without intruding on adjacent properties or common area. Black or green landscaper-type netting may be used to protect plantings; however, if support posts are desired, a **Design Review Application** will be required. Any other protective material is not permitted. NOTE: Fruit/vegetable plants (in pots or in ground) are not permitted in front and side yards. (See "VEGETABLE GARDENS" below).
2. **Design Review Application** is required for **ALL** modifications.



## LIGHTING

1. **Coach and Post Lights** - To maintain the architectural integrity of the community as developed by, post light fixtures, garage coach light fixtures and rear light fixtures must match the color and style of existing exterior lighting installed by the Builder. The size can be no larger than 18 inches high by 9 inches wide. Garage coach light fixtures can be a style that can be accessed from underneath to facilitate easy changing of the light bulb. Front entrance exterior door light fixtures must match the color and style of existing exterior lighting installed by the Builder. They may be flush with the outer entry ceiling. If any of the replacement light fixtures is substantially different from the existing light fixture, then a **Design Review Application** is required. Any other changes or additional fixtures must be approved by the Design Review Committee.
2. **Exterior Light Direction** - No exterior lighting shall be directed outside of the applicant's property. Proposed additional lighting will not be approved if it will result in an adverse visual impact to adjoining neighbors or common grounds due to location, wattage or other features. All exterior lights shall be limited to non-colored bulbs.
3. **Landscape Lights** - The top of regular voltage, low voltage and solar landscape lighting shall not exceed 12 inches in height per fixture. Color shall be solid black, dark brown, green, copper, or satin nickel and harmonious with the house and landscaping. Color used should be consistent and not a mixture of the approved colors.

**LIGHTNING PROTECTION** - Lightning protection systems are permitted so long as they meet the following guidelines:

1. That a completed **Design Review Application**, identifying all system components and specifications, be required and reviewed by the Design Review Committee.
2. That all components be UL approved and compliant.
3. That installation location and layout of the system, including any cables, be specified and minimize the visual impact of the system on the lot and improvement.
4. That all exposed components of the system, including but not limited to the cable and fasteners, match adjacent surface color to which it is attached, including roofs, siding or trim. If the UL installer determines that any portion of the system cannot be painted, documentation will be required.
5. That installation of the lightning protection system shall be restricted to ridgelines unless the certified installer documents otherwise.
6. That all installations shall be performed by an installer who is certified by the Lightning Protection Institute and is a UL listed installer who shall provide a UL Master Label to the owner.
7. The association assumes no responsibility should the lightning protection system fail to prevent damage from lightning strikes or be found in any way to have attracted lightning or caused damage to any property near a residence with such a system.

**OUTDOOR FURNITURE** - Benches require a **Design Review Application** and will be considered if they are of size, material, color, and design that are in proportion to the overall décor of the immediate yard area and do not, by their appearance, number, or location, create a negative visual impression. Chairs and tables, if used, must be removed on a daily basis.

**PAINTING** – A **Design Review Application** is not required for any repainting/re-staining of an object to match the original color, as long as it complies with the current Design Guidelines. However, all exterior color changes must be approved. This requirement applies to siding, doors, garage doors, shutters, trim, roofing and other appurtenant structures.

**PERGOLAS** – A pergola is a structure consisting of parallel colonnades supporting an open roof of (timbers) beams and cross rafters to provide shade. Pergolas integrated into the design of a deck or patio must abut the rear of the house and not extend beyond the side plane of the house. Columns supporting the overhead timbers of a pergola must be square and not less than 6 by 6 inches. A **Design Review Application**, including detailed plan and elevation drawings and description of the materials and colors to be used is required. Pergolas must meet all Prince George’s County construction permitting and zoning requirements. A pergola shall be no deeper or wider than the deck or patio on which it sets. Trellises and lattices may not be incorporated into pergolas. Pergolas may not be used to support climbing greenery. The beams of pergolas may be used to hang up to 2 objects such as hanging baskets, wind chimes, etc. Hanging baskets should be removed at the end of the growing season. Shade canopies and awnings specifically designed for pergolas may be incorporated into the roof of pergolas; however, they shall be a solid color, or a light or neutral color, or a color that matches the color of the house or trim as much as possible. The color of all vertical and horizontal elements of the structure when constructed on a patio shall be white. When a pergola is integrated into an existing deck or a new deck, where it is feasible, the materials used should be identical to those used in the deck. The color of all vertical and horizontal elements of the structure when constructed on a deck shall be white or match the color of the house trim. Pergolas should be constructed of weather resistant materials that hold their shape and retain a good appearance over a long period of time such as very high quality pressure treated pine, composite, red cedar, red wood, vinyl, or metal. When making a choice of materials, applicants should be aware that the use of wood may result in a significantly greater need for maintenance and on a more frequent basis. Shown below are examples of pergolas that are deemed to be appropriate for installation in Norbeck Crossing.



**POST LIGHTS** – Because exterior post lamps assist in community appearance and safety, they shall not be removed or turned off during hours of darkness; they shall be maintained in good working order. Sensors are readily available at electric supply and home improvement stores. Burned out bulbs shall be promptly replaced. If the post lamp has been converted to a manual switch, it shall be turned on at dusk.

**RADON REMEDIATION** – Homeowners are responsible for ensuring that all systems comply with county, state and federal codes and requirements. The following covenant guidelines apply to exterior components of radon systems and their impact on the overall community design concept, harmonious architectural and environmental design qualities and features, and visual and aesthetic appearance:

1. Exterior fan assembly and associated hardware will adjoin existing gutters and downspouts.
2. To minimize the aesthetic impact of the fan assembly, use available covers or add landscaped plants around fan assembly.
3. Color of fan assembly, vertical PVC exhaust piping or substituted aluminum downspout exhaust piping shall match existing house trim color where possible.
4. Weatherproof/critter cap screening may be added to all exhaust piping ends.
5. Any variations require a **Design Review Application**.

**RECREATION AND PLAY EQUIPMENT** – Creatively designed play equipment is encouraged. The Design Standards listed below are provided in an effort to reconcile the need for play equipment with the goal of minimizing its visual impact. Careful thought should be given to location and kinds of equipment to be installed since neighborhood facilities will be of a larger scale and have greater usage. Any permanent recreation and play equipment, i.e., equipment that is left in place and not stored away after use, requires a **Design Review Application**.

Location and Site - Play equipment must be placed in rear yards. Consideration will be given to lot size, equipment size and design, amount of visual screening, etc.

Play is limited to daylight hours and street play is discouraged.

Material and Color - Play equipment must be constructed of wood. Metal play equipment is prohibited.

*Temporary Play Equipment*, including plastic play houses, sliding boards, sand boxes, etc., does not require an application, but such equipment must be used in the rear yard and stored out of sight when not in use for extended periods. Extended periods is construed to mean longer than thirty days. Consideration must be given to the visual impact of adjacent and nearby residents when using such equipment.

Trampolines are restricted to the rear yard and require an application. Safety netting is required on all trampolines. In cases where the rear yard is not at a level grade trampolines will not be permitted.

## **ROOF**

1. No items may be mounted on the front of the roof area. Items mounted on any other roof area require a **Design Review Application** (except for TV antennas and satellite dishes).
2. Any modification or color change to roof shingles requires a **Design Review Application** and approval by the Design Review Committee.
3. Repairs – See SHINGLES
4. Maintenance – Roofs must be maintained in good condition at all times. This includes but is not limited to removal of moss/algae streaks/stains.

**SEASONAL DECORATIONS** - Seasonal decorations are defined as those special objects and lighting that are consistent with the nationally recognized holidays/celebrations. Examples include: Halloween, Thanksgiving, 4<sup>th</sup> of July, Winter Holidays, etc. No **Design Review Application** is necessary for holiday decorations that are not permanently attached to the house or other property structures, and which are installed and removed in the proper holiday time frame. At no point should the decorations unreasonably interfere with an adjacent homeowner's enjoyment of their property, be excessive in number, size or brightness or draw excessive traffic or cause a dangerous condition to exist. These guidelines are to promote harmony in the community, and to avoid discourteous and unsafe conditions affecting property values.

1. **Timing** - Seasonal Decorations should not be permanent and should be installed within a reasonable time frame prior to a holiday and should be removed within a reasonable time frame after the holiday.
2. **Color and Style**
  - A. Lighting and installed objects are not permitted on the roofs of any home, excluding perimeter roofline illumination.
  - B. No installed ground decorations lighted or otherwise, shall exceed approximately 4 feet in height.
  - C. As a courtesy to your neighbors, decorative lighting should be turned off by 11:00 p.m. each night.
  - D. The density/scale of installed decorations, on your property, should be consistent with the Design Review Committee's recommendations concerning landscaping and other density matters.
  - E. Seasonal Decorations (wreaths, flags etc.) must reflect the present season.
3. **Common Grounds and Facilities** - Homeowners are not permitted to place any seasonal decorations in or on common areas.

**SECURITY BARS** - The use of exterior security bars or grates on windows and doors are prohibited. Homeowners concerned about the security of their residence are advised to consider alternatives, including alarms and sophisticated lock systems.

**SHEATHING/VINYL WRAPPING** - Vinyl/aluminum sheathing may be applied over the existing exterior trim and other wood surfaces require a **Design Review Application**.

**SHINGLES/ROOFING MATERIAL** - A **Design Review Application** is required for all roof shingle addition or replacement. A sample of the proposed shingle must be submitted with the **Design Review Application**. In emergency situations where time is of the essence to prevent interior damage,

residents should contact the Covenants Administrator, the General Manager, or the Chairman of the Design Review Committee directly to expedite review of their application.

1. When roof repair is necessary, replacement/new shingles must match the existing color and style as close as possible.
2. When total roof shingle replacement is contemplated, use of shingles of the same style and color that is currently installed on the house is encouraged. In any case, the color of the shingles used shall complement the siding or trim color of the house. Shingles that are energy radiating (sun reflecting in summer and heat absorbing in winter) may be considered.

#### **SHUTTERS** -

1. **Replacement** - Homeowner may replace with like design and color without a **Design Review Application**. NOTE: Color of front door and shutters must match. Any deviation requires a **Design Review Application**.
2. **Addition** - Addition of shutters to a house will be considered and will be evaluated in terms of general appropriateness, size, location and compatibility with architectural and aesthetic design qualities. The color of shutters added to the house must match the existing shutters on the house if there are any. A **Design Review Application** is required.

**SIDING** - Any modification or color change to siding on a house requires a **Design Review Application** and approval by the Design Review Committee.

**SIGNS** - No signs, other than those described below are permitted on lots or common areas without the prior approval of the Design Review Committee.

1. **Security Signs** - One security sign, not exceeding a total of 64 square inches may be posted on the property within 1 foot of the house.
2. **For Sale/Rent Signs** - When homes are for sale or rent, one real estate sign is permitted to be installed in the front yard. "For Sale"/"For Rent" signs, along with one "Open House" sign may be placed in the front yard of the property. Balloons, banners, flags, or other moving objects are not permitted.

No signs may be installed in any common areas without the prior approval of the Design Review Committee. Violations of this will be subject to fines, including but not limited to reimbursement for additional management fees as well as cost for removal and restoration to the common area.

3. **Political Signs** - Candidate signs (i.e., signs on behalf of a candidate for public office or a slate of candidates for public office) and signs that advertise support or defeat of any question submitted to voters in accordance with the Election Law Article are prohibited from placement in the common areas of the Norbeck Crossing Homeowners Association. Candidate signs (i.e., signs on behalf of a candidate for public office or a slate of candidates for public office) and signs that advertise support or defeat of any question submitted to voters in accordance with the Election Law Article may be placed on private property, but can only be displayed during the period 30 days before the primary election, general election or vote on the proposition through 7 days after the primary election, general election or vote on the proposition.

The signs will meet the following criteria and it is the resident's responsibility to ensure the contracted real estate agent adheres to these Design Guidelines on signs.

- a. All signs will be no larger than 24inches x 18inches.
- b. They will be installed on Resident property utilizing a metal frame/rack that sticks into the ground. Hanging post sign configurations are also allowed.
- c. The signs must be kept clean and maintained (mowing, etc.). At all times the signs must be standing straight. Any signs leaning or "falling" will be removed immediately.

**SKYLIGHTS/SOLAR TUBES** - Skylights and solar tubes should be located so that they are not visible from the front of the dwelling unit. Skylights and solar tubes are not permitted on the front side of the roof ridgeline. Skylights which are constructed flush with the roof line are preferred. A **Design Review Application** is required for both skylights and solar tubes.

**SNOW REMOVAL** - Residents are required to clear snow and ice from the sidewalks in front or adjacent to their homes. Sand may be used as an abrasive when necessary, but the use of any rock salt or any other deicing salts, which are known to cause concrete deterioration, is prohibited.

**SOLAR PANELS** - A Design Review Application is required for the installation of solar panels. Solar panels should be placed on roofs, shall be placed in such a manner as to be parallel to roof lines and may not be elevated above the roof lines. Solar panels should be located on the rear side of roofs; they must be flush or elevated. If elevated, they will not extend above the roof peaks.

**SOLAR SHINGLES** - See SHINGLES

**STORAGE SHEDS** - Storage sheds are prohibited.

**STORM WINDOWS** - A **Design Review Application** is required. Storm windows may be approved dependent upon style and method of installation. They shall be white vinyl and single pane.

**SWIMMING POOLS** - Wading pools may not exceed six (6) feet in diameter and/or one (1) foot in height. These do not require an application, but must be removed from view when not in use. All other swimming pools are prohibited.

**TEMPORARY STORAGE UNITS** - A temporary storage unit (similar to PODS) may be placed in a resident's driveway for no longer than 7 total days in a calendar year without approval by the Design Review Committee.

### **TREE REMOVAL ON RESIDENT PROPERTY**

#### **1. Dead Trees:**

- a. Dead trees regardless of size may be removed without submission of a **Design Review Application**. Prior to removal, the homeowner should notify the Homeowners Association management to verify that the tree is dead.
- b. When dead trees are removed, stumps shall be removed and the lawn restored.

2. **Live Trees and Vegetation:**

- a. A **Design Review Application** is required to remove a live tree (including flowering trees).
- b. No live vegetation on slopes of more than 20% gradient or marked “no cut” areas on approved plans may be cut without the prior approval of the Design Review Committee.

**WALKWAYS** - A **Design Review Application** is required for a change in an existing walkway or construction of a new walkway. Materials to be used should be compatible with existing materials in the community (e.g., flagstone, brick, pavers, or poured concrete). Long stretches of poured concrete should be avoided, and walkways of wood decking will not be approved. (See **CONCRETE SURFACES**)

**WEATHER VANES** - Weather vanes are not permitted.

**WINDOW WELLS** - Installation of a new or modification of an existing window well, including painting of the wall retaining structure, requires a **Design Review Application** to be submitted for Design Review Committee approval.

**STORAGE OF BOATS, TRAILERS, CAMPER, MOBILE HOMES OR  
RECREATIONAL VEHICLES**

No recreational vehicle may be parked or stored in open view of residential property, residential streets or open space or other common area. Further, the Board of Directors has defined "recreational vehicle" as follows:

1. Any boat or boat trailer, canoe, jon-boat, paddle boat, jet skis, sailboats, catamarans, rafts or inflatables and the like.
2. Any motor home or other self-contained camper.
3. Any camper slip-ons where the camper backs are twelve (12) inches or higher than the roof line of the cab of the truck.
4. Any mobile home, trailer or fifth-wheel trailer.
5. Any pop-up camper/tent, trailer or other similar recreation oriented portable or transportable facility or conveyance.
6. Any other vehicle not defined above which could not normally or regularly be used for daily transportation, including dune buggies or non-operative automobile collections or other automotive equipment not licensed for use on the highways of Maryland.

The following vehicles shall be treated in the same manner as recreational vehicles:

1. Any vehicle that is included in a State Code or County Ordinance as being defined as commercial, except that a normal passenger vehicle used for commercial purposes but not modified for commercial purposes may be permitted. (For example, a passenger vehicle, pick up truck not exceeding 1/2 ton, a passenger van - used for commercial purposes and having the name of the business written on the front doors in an area not exceeding two square feet may be permitted. Any vehicle described above having exterior racks, compartments or the like will not be permitted.)
2. Any vehicle that is included in the Vehicle Parking and Storage Violation Enforcement Procedure of the Norbeck Crossing Homeowners Association.
3. Any private or public school or church bus.

Motorized vehicles, other than Norbeck Crossing Homeowners Association owned and operated vehicles, are not permitted on the trails and common areas within the community.



## LANDSCAPE AND VEGETABLE GARDEN STANDARDS

### Landscaping and Vegetable Gardens

Location ~ Care should be exercised in the planting and maintenance of trees and shrubs to prevent obstruction of sight lines required for vehicular traffic. Also, the views of neighboring units and shade patterns of larger trees should always be considered.

Scale ~ Care must be exercised in selecting plant materials which, upon maturity, will be an appropriate size in height and breadth for the intended location. Mature size, in height and diameter, should always be considered especially when planting close to walkways and townhouses. Consideration will be given to the effect plantings will have on views from neighboring townhouses and property.

Planting should be clustered rather than widely spread. A three-dimensional appearance of planting, is improved by augmenting trees and taller shrubs with low spreading shrubs and/or ground cover.

All gardens must be neatly maintained through the growing season; including removal of all unused stakes, trellises and dead growth.

An application is not required for foundation planting, trees or single plantings. However, an application is required for hedges more than two (2) feet in height or other features which in effect become structures, fences or screens, and as part of other applications where required.

Applications should include a description of the types and sizes of shrubs to be planted and a site plan showing the relationship of plantings to the townhouse and adjacent dwellings.

An application is required for railroad ties or garden timbers which form a wall which exceeds twelve (12) inches high and eight (8) feet long. Include a site plan with the location of ties or timbers drawn in and information on landscaping plans and any grading changes.

Rock Gardens ~ An application is required for rock gardens in the event rocks or collection of rocks exceed twenty-four (24) inches in any direction. All rocks shall be left in their natural color.

Vegetable Gardens - Do not require an application if they:

1. Are located between the rear line of the townhouse or single family detached dwelling and the rear property line; and do not exceed 1/4 of the area.
2. They do not damage property below it through the flow of water onto lower property.
3. Does not encroach on Norbeck Crossing Homeowners Association open space.

# Norbeck Crossing HOA

## Revised Design Guidelines for Decks and Fences Approved April 28, 2021

The following modifications have been approved to revise the Norbeck Crossing HOA Design Guidelines for decks and fences. These modifications are intended to:

1. Address homeowner concerns regarding the proximity of the Bradford Landing townhomes.
2. Permit homeowners to replace the builder-installed privacy fences on their properties.
3. Update the guidelines to reflect existing decks and fences in the community.

Unless indicated below, all other Design Guidelines will remain unaltered.

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DECKS, p. 12, delete third and fourth bullets (Materials, Color), replace with the following:

### Materials and Color

Decks must be constructed of pressure treated wood or wood-alternative composite materials. White composite or white vinyl materials are permitted for railing, trim, and to cover support posts, beams, joists, risers, and other vertical surfaces. All decks should be maintained according to manufacturer's specifications.

Wood surfaces should be treated with a transparent (clear) water based or oil preservative or treated with a single wood-tone Natural, Pine, or Cedar color. Painted decks are not allowed. All visible wood surfaces and any attached wooden structures must be treated uniformly. Colors used for wood-alternative composite materials must be natural wood or neutral colors and will be approved by the board on a case-by-case basis. The association recommends grey, natural, pine or cedar colors.

Application documentation to stain a wooden deck or to use wood-alternative composite materials needs to include the color chip as an Exhibit to the Design Review Application.

FENCES, p.14-15, keep first two paragraphs.

Replace the remainder with the following:

Approval is required for alteration or removal of any fence on homeowner lots. Homeowners shall not remove, damage, or alter fences adjacent to their lots. All fences should be maintained according to manufacturer's specifications.

### Style.

Property line fencing may be "open type" picket fencing not to exceed four (4) feet in height or privacy fencing measuring four (4) or six (6) feet in height. Picket fences may include a segmental dip in the design, but the highest point of the fence may not exceed four (4) feet in height.

A free-standing privacy fence may be constructed along and within the rear property line. Otherwise, fencing must enclose the entire rear yard. Fencing between adjacent properties with a shared property line must be built on the shared property line. Abutting fences between adjacent properties will not be permitted. Approval of fences built on shared property lines will require written agreement by all affected property owners prior to approval.

The association will not become involved in, nor will it take any responsibility for, any ownership or maintenance disputes that arise from shared property line fencing. The following guidance is offered with regard to the State of Maryland's position on fence ownership and maintenance:

Maryland does not have specific rules dealing with fences. Instead, the state follows the common law practice that a fence built along a boundary line is owned in common by both property owners when both use the fence, unless otherwise agreed. A property owner is said to use a fence when they "hook-up" to the fence with another row of fencing or to keep animals in the enclosure created by the fence. A fence built and used only by the builder is that person's sole property, and they are responsible for maintaining it.

### Materials and Color.

Fences must be constructed of pressure treated wood or white vinyl material to match the trim of the house and deck. Chain link, masonry (brick, stone pillars, etc.), and chicken wire materials are not permitted.

It is suggested that the fence be constructed of wood and treated to match the color of any wood deck on the property. Otherwise, it is suggested that the fence be constructed of white vinyl when the property includes a deck with white vinyl trim. Material and color of the fence must be uniform for the entire property. Wooden fencing **must be treated** with a transparent (clear) water based or oil preservative or treated with a single wood-tone stain in Natural, Pine, or Cedar color. The entire fence, including supports and any attached wooden structures, must be treated uniformly. Painted fences are not allowed. Application documentation to stain a wooden fence needs to include the color chip as an Exhibit to the Design Review Application.

To support a unifying aesthetic for fencing throughout the community, privacy fencing should only be wood-on-wood or white vinyl privacy fencing in the style pictured below.