

WESTWINDS ECC GUIDELINE FOR WOODLANDS PRESERVE TOWNHOMES

Approved/Adopted by WWBOD February 19, 2020 (Supersedes all previous Townhome Guidelines)

This Guideline provides 1) the 'approved standard' specifications/materials to be used by WestWinds Woodlands Preserve Townhome residents when submitting an application request for approval to the WWECC for a deck, patio, landing/steps/railing, and privacy fence, 2) information regarding landscape/hardscape projects, and 3) the 'approved standard' light fixtures for exterior front entry and garage doors.

Deck

- Shall be constructed to a depth of 12' and across the full width or half the width of the townhome unit,
- May consist of any manufacturer's composite material for decking/steps in dark brown or dark brown-red color,
- Fascia bands at deck perimeter shall be a dark brown or dark brown-red color that matches the decking composite material being used, and white vinyl to conform with the decks constructed by the developer (Wormald) at time of initial construction,
- May be built with or without stairs to ground level,
- Stairs and deck shall not extend beyond the side wall of an end unit,
- Stairs and deck rail system shall be 36" high vinyl with pickets and square balusters in either almond or white. Rail system may be from any manufacturer as long as the RDI Railing Dynamics, Inc. "Endurance" specifications (at rdirail.com, or available via special order from Home Depot or Lowe's) are adhered to.

Patio dimensions may vary depending on lot size and shall only be constructed of the materials/patterns noted below in any of the following colors—gray, beige/tan, red, or red-gray:

- Stamped concrete using a random 'flagstone', uniform 'block' or similar pattern OR
- Pavers using a brick, wood-grain or similar pattern.

*Reference WWECC Patio, Fire Pit, Sitting/Retaining/Garden Wall, Walkway/Steps Guideline.

Landing/Steps/Railing shall be constructed as follows:

- 4' x 4' landing with 4' wide steps, 6' x 4' landing with 6' wide steps, or 8' x 8' landing with 4', 6' or 8' wide steps using 1) any manufacturer's composite material for the decking and steps in a dark brown or dark brown-red color and a 36" high vinyl rail system with pickets and square balusters in almond, or 2) pressure treated wood and 36" high railing with pickets and square balusters (in a natural transparent stain), OR
- At least a 4' x 4' landing and steps using the same material and color used for the patio as described under Patio, with either one or two 36" high vinyl or metal handrail(s) in almond, dark brown or black.
- When adding a new patio or deck and the existing landing/steps/railing are pressure treated landing/steps/railing, material must be upgraded to a composite as described in 1) of the first bullet above, or landing/steps must be upgraded to same pavers used for patio and vinyl/metal handrail(s) in almond, dark brown or black.

Privacy Fence

An 8' long x 6' high privacy fence in Western Red Cedar between each of the units was a 'standard' feature initially installed by the developer, and homeowners had the option of extending the fencing to the lot line or enclosing the entire lot with a gate at time of initial construction. Otherwise, homeowners are to submit an application to the WWECC to add any fencing after moving into a townhome. Therefore, all fencing requests shall conform to the following 'approved standard' materials:

- 6' high Western Red Cedar board-on-board (no lattice) pressure treated material with flat cut tops and black vinyl post caps.
- A gate may or may not be installed at the back fence-line, or may be placed at either the back or side if townhome is an end unit. Gate tops may either be arched or flat cut in design, and
- Fencing system shall not to exceed the width of each section of the townhome unit.

*Reference WWECC Fence Guideline and Application Form.

Landscape/Hardscape Projects

There is no 'approved standard' for landscape/hardscape projects. However, a Landscape Plan is required if landscaping is part of a deck, patio, landing/steps/railing, or privacy fence application and involves installing:

- Trees/evergreen shrubs/ground cover and/or flowering plants,
- Pathway, steps, sitting-retaining wall, low-level lighting, and/or
- Water feature (i.e., fountain or small pond).

WWECC Guideline for Woodland Preserve Townhomes (Page 2-continued)

Homeowner should be cognizant that plant materials proposed are appropriate in character, habitat, species, and number, and that trees/shrubs selected do not obstruct views of neighboring residences both at time of planting and at maturity. Planting only one or two low-growing evergreens, ground cover plants or flowers does not require submission of an application. *Reference WWECC Landscape Guideline.

Exterior Lighting Fixtures

Front entrance and garage door exterior light fixtures are from the Crawford Collection manufactured by Progress Lighting at progresslighting.com. Fixtures are a traditional/classic style with clear beveled glass panels and scroll-arm detail in an oil-rubbed bronze finish, and is the 'standard-approved' fixtures as follows:

- Front entrance door--a medium base one-light lantern measuring 6 ½" x 12 ½" (#P5670-108).
- Garage door (centered over door)--a candelabra base two-light lantern measuring 8 ½" x 16 ¾" (#P5671-108), and contains a photo-cell to maintain dusk-to-dawn illumination to conform to the Lake Linganore Association (LLA) Covenants.

Application Submission Procedure:

Prior to starting a project, the WWECC General Information Sheet/Form and published Guidelines* (download from WW's web site at www.westwindshoa.org/, or Lake Linganore Association's web site at www.lakelinganore.org by logging into membership portal) should be referenced regarding the application process and specific submission requirements. Homeowners are responsible for obtaining all necessary Frederick County Building permits and variances, and observing all zoning ordinances and building codes as required by the County.

Provide all pertinent information to assist the Committee in its review. Incomplete applications may not be accepted, delay the process or result in disapproval. Homeowners will be notified in writing regarding the disposition of their application once the review process is completed. Projects are not to begin until written approval is received.

Each project requires a \$20 review fee. However, if more than one project is requested at the same time and is included within the same application package, only one \$20 fee is required. *Reference WWECC Application and Post-Application Submission Requirements and Fee Structure Guideline. In addition to the \$20 review fee, fence applications require a \$500 compliance deposit (separate checks) at the time of submission and a WWECC Fence Application Form.

Application Package to Include:

- _____ Completed/signed/dated WWECC Application Form
 - _____ Written description briefly outlining project(s).
 - _____ Site plan (usually provided to a buyer as part of the settlement process when a home is sold), boundary survey or surveyor's certificate showing house location, easements and property boundaries, with proposed project drawn-in, and distances from property boundaries clearly shown. There are recorded easements around all lots. Easements are reserved for the installation and maintenance of utilities and drainage facilities. Keep this in mind when planning your project. Should you encroach on any easements, it shall be at the homeowner's expense and responsibility to remove and reinstall the constructed item if any easements are disturbed.
 - _____ Plan drawn to scale and including all dimensions, illustrating final appearance of proposed project. For decks include 1) elevation drawings with all dimensions and illustrating height of deck (all sides) from ground level, and 2) stairs, if installed. Include photograph, manufacturer's brochure, and/or sketch showing final appearance of proposed project.
 - _____ Materials list identifying products to be used (i.e., composite, vinyl, pressure treated lumber, etc.).
 - _____ Color samples of all materials to be used (manufacturers' brochures illustrating colors are acceptable).
 - _____ Colored photograph showing back of townhome.
 - _____ Landscape Plan illustrating garden design and including (circling/identifying on Plan) the names and final height/width growth of each shrub/tree/plant proposed for installation.
 - _____ Hardscape Plan illustrating project design, all dimensions, products/materials lists, color samples, etc.
 - _____ Checks for review fee and compliance deposit (if applicable) made payable to WestWinds Village, Inc.
- Mail to: WestWinds Environmental Control Committee, P.O. Box 589, New Market, MD 21774.
- Applications postmarked by the 10th of the month will be reviewed on the 3rd Wednesday of the same month.

References: Article VI, Architectural Standards, of the WestWinds Covenants states that the WestWinds Environmental Control Committee shall have exclusive jurisdiction over all construction and any and all modifications, alterations, and/or additions thereto, and tree planting or removal on any portion of the Properties. Declaration of Protective Land Use Standards, Exhibit B, Use Restrictions for WestWinds states that notwithstanding anything contained within these Covenants to the contrary, it shall be prohibited for any Owner to undertake (i) any construction (ii) any landscaping (iii) any modification, change or alteration of an Improved Lot or dwelling thereof, unless the type and size, materials to be used in construction, exterior color scheme, specifications, and the plans have been approved in writing by the Environmental Control Committee.