

# Chapel Ridge

## ARCHITECTURAL GUIDELINES



**“You are legally required to obtain written approval before making a change to the exterior of your house or property”**

**1/1/14 Edition**

# ARCHITECTURAL GUIDELINES

The following guidelines represent the general position of the Homeowners Association in regards to the maintenance and appearance of the exterior of our homes and property.

**The publication of these guidelines is not intended to represent the pre-existing approval of any of the items listed below. You must always obtain written approval from the Architectural Committee prior to making a change or initiating any work that would affect the outward appearance of your home.**

Instructions for submitting a request for approval and a request form are contained in this booklet.

## **Air Conditioners**

Window fans and air conditioning units are prohibited.

## **Antennas**

Television antennas are prohibited.

See Satellite Dish Section.

## **Awnings**

Acceptable over balconies or over patios on houses without balconies. Also permitted over the master bedroom window in the rear of the house.

Must be made of dark green non-flammable canvas.

Awnings should be taken down from November 1st through April 1st. The awning may not be furled up against the house during this period. Awning pipes do not have to be removed.

Retractable awnings are permitted.

## **Balconies (Decks)**

The contractor and homeowner are responsible for obtaining required building permits, arranging for county inspections, and ensuring that the balcony is constructed in compliance with county code. The association will only approve the appearance of the balcony.

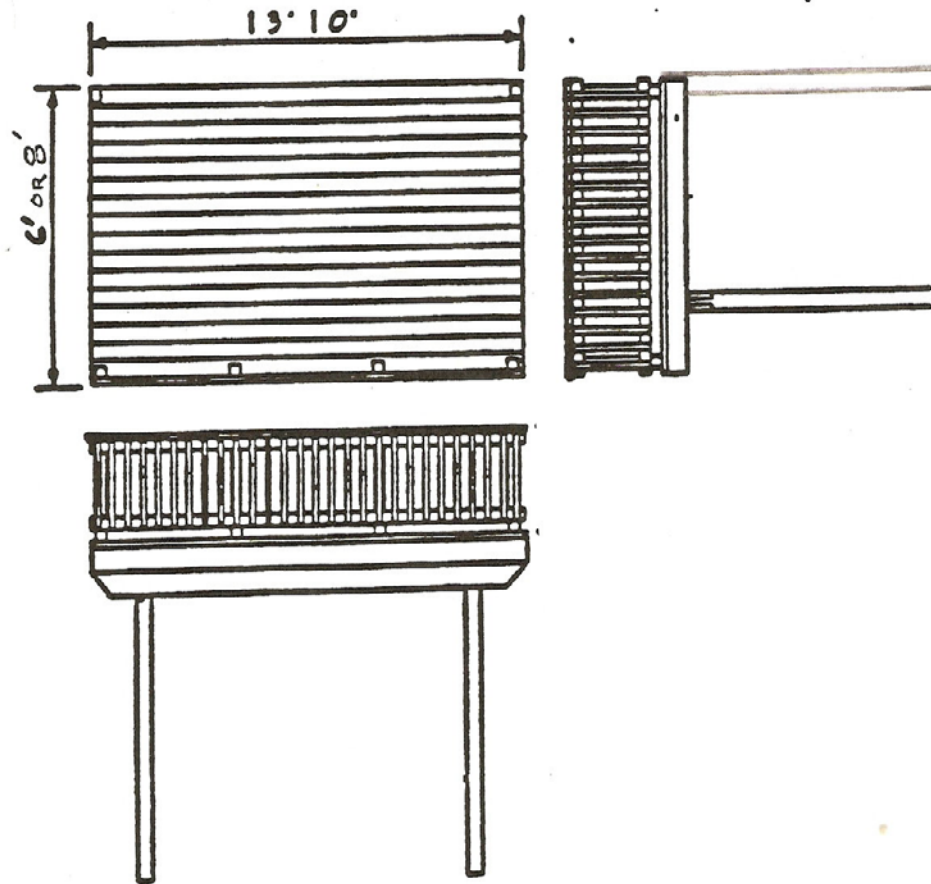
Must be constructed with treated lumber. However, wood substitutes may be used provided the color and appearance of the balcony complies with the community guidelines and has been properly approved. Trex is an approved wood substitute. (See Paint Section for acceptable colors) Any other wood substitute will be approved on a case by case basis. Aluminum, vinyl, or other metals are prohibited.

The balcony, including its support posts, should be sealed with a clear preservative or stained a brown wood tone. (See Paint Section for acceptable colors)

The balcony and any fencing around your yard must be the same color.

The balcony must be 13' 10" wide and extend 6' or 8' from the back of the house. As illustrated below, the balcony must be enclosed by a railing with slats and it must be supported by two sets of posts and beams, one against the back wall of the house and one positioned the proper distance from the back of the house as required by code.

Privacy screening on the sides of the balcony is permitted. It must be constructed with pressure treated lumber and stained to match the rest of the balcony. Board on board style like the approved fencing is permitted. Other styles will be approved on a case by case basis. The siding should not be higher than six feet.



### **Basketball Hoops**

Permanent basketball hoops are prohibited.

Portable basketball hoops may be used on individual lots (backyard only).

Portable basketball hoops may also be used on the common ground; but must be returned to your backyard when not in use. Hoops left unattended on the common ground will be removed at the owner's expense.

Portable hoops may not be used in the street or along the curb for playing in the street.

### **Clotheslines**

Clotheslines of any type are prohibited.

Balcony railings should not be used to dry towels, swimsuits, or other items.

### **Decorations**

Decorations (sundials, birdbaths, etc.) need the prior approval of the Architectural Committee.

Holiday decorations (Christmas, Easter, etc.) do not require prior approval. However, the committee reserves the right to require the removal of any decorations that are considered to be untimely, unsightly, or excessive.

### **Fences**

Must be made of treated lumber and match the board on board design of the existing privacy fence.

The fence must have the following dimensions:

- Height 6'
- Rails 2" x 3"
- Posts 4" x 4"; no more than 8' apart  
6" x 6" posts can be used as gateposts
- Slats Minimum 1" x 4"; Maximum 1" x 6"

Gates may be straight or arched at the top.

Fences may be coated with a clear preservative or stained a brown wood tone. (See Paint Section for acceptable colors) The color of your fence and balcony must be the same.

Grass must be trimmed along any exterior of the fence that borders the common ground.

Location of the fence must be approved. For information regarding property lines and easements, contact Baltimore County at 410-887-0000 to obtain a plat.

### **Firewood**

Must be neatly stacked and elevated off the ground with bricks or cinder blocks.

Should not be stacked higher than 6'.

Should not lean against your house or fence.

Must be stacked on your property only. Due to insurance reasons, all wood on common ground will be removed.

Delivery vehicles may not be driven across common ground without permission from the Architectural Committee.

### **Front Doors**

Front door replacements must be the same style and design as the original door.

Doors with decorative molding that are being damaged by the sun can be replaced with the paneled door style found on other homes.

Doors with small windowpanes are permitted.

Front door and storm door must be the same color. (See Paint Section for acceptable colors.)

### **Heat Pumps**

Heat pumps may not be relocated from their original position.

### **Hot Tubs**

The size of the hot tub may not exceed a maximum diameter of 8 feet and a maximum height of 3 ½ feet.

Must have a locking lid.

The lid cover must be a dark color (forest green, brown, black, or maroon).

Must be installed in the back yard at ground level; hot tubs are not permitted on the balcony.

The homeowner's yard must be enclosed by a fence.

Must be installed a minimum of two feet from the nearest property line.

Tub should be periodically checked for leaks and must not be drained onto a neighbor's property.

The hot tub must be used responsibly so as not to cause a nuisance or annoyance to surrounding homeowners.

### **Lights**

A new light fixture in the front or back of the house should match the original fixture's color and design. Alternative fixtures, including brass fixtures, will be considered on a case by case basis.

Bulbs must be standard white or clear; colored lights are prohibited.

Roofline sensor activated security lights are permitted. The light must be directed towards the ground and away from adjoining neighbors.

Front door spotlight is permitted. The light must be placed within 6 feet of the house and be aimed towards your house.

Floodlights and lanterns are prohibited.

Sidewalk and garden accent lights are permitted. These lights should be obscured by shrubs and other plantings. No more than four lights may be installed.

### **Mailboxes**

Freestanding mailboxes are prohibited.

### **Patios**

Size, materials, and design will be reviewed on a case by case basis.

Some acceptable materials are flagstone, concrete, brick, and slate.

Patios may not extend more than 15 feet from the back of the house.

Ground level decks made of wood are not permitted.

### **Patio Furniture**

Chairs, tables, or benches must not be left in your front yard.

### **Pets**

No more than two pets per household.

County Code prohibits owners from allowing animals roam freely and requires owners to pick up after their pets. Violations should be reported to Baltimore County Animal Control at 410-887-5961. Irresponsible pet owners will be subject to fines.

### **Planting**

No planting on common ground without written approval.

Vegetable gardens are allowed only in your backyard.

Planters in the front yard must be approved.

Hedges must not exceed 6 feet in height.

No planting is permitted in the medium strip between the curb and the sidewalk.

Plantings should not encroach onto the sidewalks. Per Baltimore County Code, tree limbs must be at least 6.5 feet above the sidewalk to allow clearance.

Gardens covering the entire front lawn are not permitted. If you are having difficulty growing grass, ground covers such as pachysandra are an acceptable substitute.

Gardens in the front of the house may not extend further than 6 feet from the front wall of the house. A standard variety of shrubs, flowers, and other plantings are acceptable in these gardens.

Small flowers and plantings under 15 inches in height may also be grown along the front sidewalk leading from the house or at the base of a tree in the front yard.

### **Pools**

Small children's wading pools are acceptable for backyard use only.

Any other type of pool is prohibited.

### **Rain Gutters and Down Spouts**

Gutters with guards against leaves and other debris may now be installed. However, the appearance and style of the gutter guards will be approved on a case by case basis.

Gutters and downspouts should be white. (See paint guidelines for cleaning and painting advice.)

### **Rake Boards & Gables**

If your roof is higher than your next door neighbor's roof in the front or back of your house, the space on the side of your house between the rooflines is filled with a board called a rake board. On most homes the rake boards are approximately 8 inches high and run from the edge of the roof up to the peak. It is highly susceptible to weathering and should be painted on a regular basis.

End units have an even larger wood facade on the side of the house called the gable. This is also highly susceptible to weathering and must be painted on a regular basis.

Alternatives to wood such as vinyl, aluminum, handiboard, etc. are acceptable provided the appearance (color, styling, etc.) matched the original appearance of the rake boards and gable. These alternatives will be approved on a case by case basis. (See Wood Trim Section and Paint Section for additional information.)

### **Roof**

Ridge vents or attic fan vents are acceptable.

The color of your roof shingles is based on the color of your wood trim, as shown below. The acceptable shingle colors and brands are listed below and can be ordered through 84 Lumber and other hardware stores.

| <i>Color of Wood Trim</i> | <i>Certainteed</i>     | <i>GAF</i>              |
|---------------------------|------------------------|-------------------------|
| Green                     | Timber Blend           | Golden Cedar            |
| Gray                      | Slate Gray             | Weathered Gray          |
| Beige                     | Moire Black            | Charcoal                |
| White                     | Slate Gray/Moire Black | Weathered Gray/Charcoal |

Other colors and brands may not be substituted.

### **Satellite Dishes**

Only one satellite dish under 39 inches in diameter is permitted.

The location of the dish must be approved on a case by case basis. It is preferred that the dish be located in the back yard on ground level and as close to the house as possible or on the rear roof of the house below the peak of the roof and not visible from the front of the house.

When submitting your request, please submit the name and telephone number of the installer, so that an acceptable and workable location can be determined.

The cable wire must be neatly tacked down along the edge of the roof near the rake boards, it must be brought around the corner of your roof and not looped over your gutter, and it must be concealed behind your downspout.

### **Sheds**

Plastic or wooden sheds are permitted.

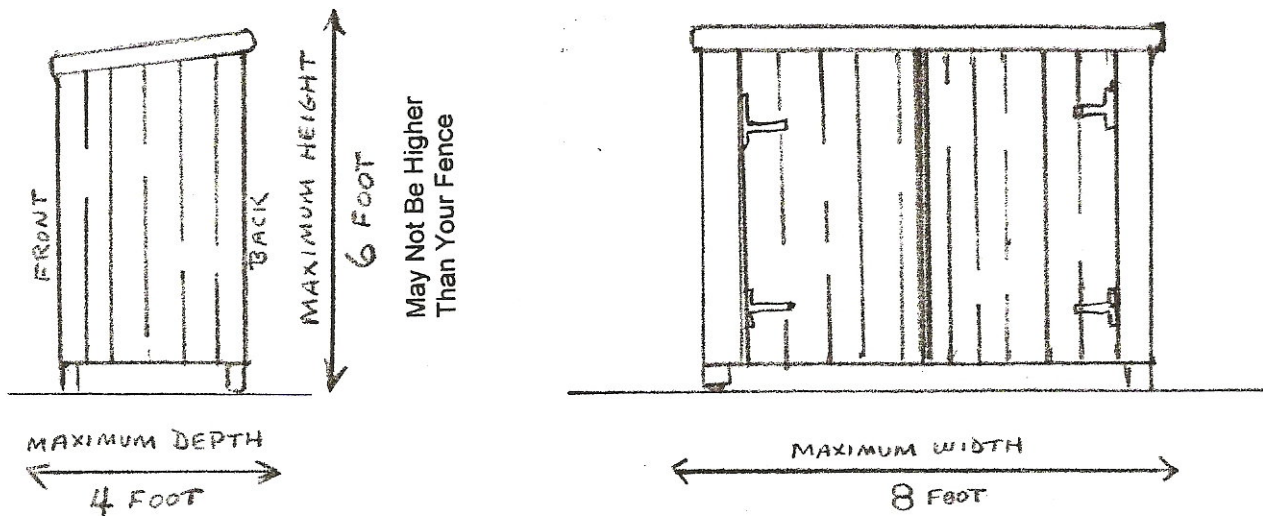
May not be freestanding. May only be located against the inside of your fence or against the back wall of your house. For homes with a side entrance foyer, the shed may be located against the side wall of the house behind the foyer.

Height may not exceed the height of your fence. (Maximum fence height is 6 feet)

Width may not exceed 8'.

Depth may not exceed 4'.

Wooden sheds must be constructed with pressure treated lumber and with black shingles and must be coated with a clear preservative or stained an approved brown tone. (See Paint Section for acceptable colors)



Plastic sheds, by Rubbermaid or other brands, must be a dark beige, gray, or brown. The appearance of these prefabricated sheds will be approved on a case by case basis.

### Shutters

The approved shutters are “**Cellwood**”. These louvered shutters may be ordered at 84 Lumber on Timonium Road.

For the proper appearance, all shutters on the front of your house must be the same style and color.

The shutters are available for purchase in White, Black, Green, and Red. If you need to paint your shutters, see the Paint Section for acceptable colors. All shutters must be the same color and shade. New shutters may differ in shade from your old shutters due to weathering or the change in brands, therefore, you may need to replace all of your shutters at the same time.

The sizes are listed below.

#### Homes with a Side Entrance

|  |       |
|--|-------|
| Bedroom window                         | 59x15 |
| Small bathroom window on side of house | 35x15 |
| Small kitchen window over sink         | 43x15 |
| Large kitchen window                   | 81x15 |

#### Homes with Front Entrance

|  |               |
|--|---------------|
| Bedroom window                             | 59x15         |
| Kitchen window with no panel underneath.   | 59x15         |
| Kitchen window with small panel underneath | 81x15         |
| Combination kitchen and basement window    | 81x15 & 59x15 |

Lost or damaged shutters should be replaced within 30 days.

Use the color matched screws to install them.



## **Signs**

No signs are permitted, with the exception of one standard "For Sale" or "For Rent" sign.

## **Sliding Glass Doors**

Must comply with the attached specifications for sliding glass doors. (See Attachments)

Glass dog door inserts are acceptable, however, the appearance and the style will be approved on a case by case basis.

Window grids are permitted. They may be stained on the inside, but the exterior facing of the grids must be white.

## **Smokestacks**

New or replacement stacks must be the same size and style as the original smokestack.

## **Storm Doors**

Must be full view style or self-storing.

The screen insert may have a cross support; the glass insert may not have a cross support. Kick plate at bottom of door may not be higher than 15", except for self storing storm doors.

No grills of any type are allowed.

Must be the same color as your front door. See Paint Section for acceptable colors)

## **Swing Sets & Playground Equipment**

Swing sets, monkey bars, jungle gyms, trampolines, and similar playground equipment are prohibited.

Small playhouses and sandboxes are permitted. The size, material, and appearance will be approved on a case by case basis. Playhouses may only be used in the backyard and may not be taller than five feet.

## **Trash Cans**

County law requires lids on cans.

Cans may be set outside no earlier than 6:00 pm on the night before the scheduled pick-up and must be brought back in the same day as the pick-up.

Cans may only be stored inside the house or in the backyard. Trash bags or cans may not be stored on the balcony.

Trash should not be stored outside in plastic bags.

## **Wood Trim (Exterior Wood)**

Front door frames, bay windows, rake boards, gables, or fascia boards along the roofline may be replaced with wood or a wood substitute. However, the color and appearance must match the original color and appearance.

Fyphon is an approved wood substitute. All other wood substitutes, such as vinyl, aluminum, or handiboard, must be approved on a case by case basis.

(See Paint Section for acceptable colors)

**Vehicles & Boats**

No boats, trailers, inoperable vehicles, or commercial vehicles may be parked in the parking areas or along community streets.

Vehicles may not be driven across community property without written permission from the Architectural Committee. Violators will be responsible for repairing any damage.

The community was designed to accommodate two vehicles per household. If you have more than two cars, please be courteous and park them on the street.

Major auto repairs and maintenance may not be performed in the parking areas or community streets.

**Windows**

May be replaced, but must comply with the attached specifications. (See Attachments)

Stained or leaded glass windows are prohibited.

**Window Boxes**

Only permitted on kitchen windows or balcony railings.

Window boxes on the front of the house must be the same color as your trim.

# PAINT

The community colors have been custom mixed and placed on file at the following location under the name of Chapel Ridge. A discount is available for community members.

**Sherwin Williams  
Timonium Shopping Center  
York Road**

The acceptable color schemes are outlined below. The color scheme of your house may not be changed. The formulas for these colors are available on the website.

## **Green**

Doors Chapel Ridge Dark Green or Black  
(Storm door and front door must be the same color)  
Trim Chapel Ridge Light Green  
Shutters Chapel Ridge Medium Green or Green Cellwood shutters)  
(All shutters must be the same color)

## **Ivory**

Doors Chapel Ridge Black  
(Storm door and front door must be the same color)  
Trim Chapel Ridge Beige  
Shutters Chapel Ridge Black or Black Cellwood Shutters)

## **Gray**

Doors Chapel Ridge Blue or White  
(Storm door and front door must be the same color)  
Trim Chapel Ridge Gray  
Shutters Chapel Ridge White or White Cellwood Shutters)

## **White**

Doors Chapel Ridge White  
(Storm door and front door must be the same color)  
Trim Chapel Ridge White  
Shutters Chapel Ridge Red or Red Cellwood Shutters)  
(All shutters must be the same color)

## **Storm Doors**

The storm doors, including the edge of the glass and screen inserts, must be painted the same color as the front door.

# **PAINT**

## **(CONTINUED)**

### **Shutters**

Cellwood shutters can be ordered through 84 Lumber. The shutters are available for purchase in White, Black, Green, and Red. If you need to paint your shutters, use the approved colors listed above. All shutters must be the same color and shade. New shutters may differ in shade from your old shutters due to weathering or the change in brands, therefore, you may need to replace all of your shutters at the same time.

### **Meter Boxes**

Must be painted the same color as the trim.

### **Balconies (Decks)**

The balcony, including its support posts, should be sealed with a clear preservative or semi-transparent stain in a brown wood tone approved by the Architectural Committee.

Acceptable Behr Stain colors (available at Home Depot) are: Valise or Russet

Acceptable Olympic Stain colors (available at Lowe's) are: Walnut or Clove Brown

Acceptable Trex (wood substitute) colors: Espresso, Madeira, and Woodland Brown

Other stains will require prior approval.

The balcony and the fencing around your yard must be the same color.

Balconies, fences, and sheds can be cleaned by power washing or by using deck cleaning agents by Behr or Olympic available at Home Depot or Lowes.

### **Fences**

Same color options as for balconies. Must be same color as balcony.

### **Sheds**

For wooden sheds, use the same color options as for balconies. For plastic sheds, color must be dark beige, gray, or brown.

### **Smokestacks and Attic Fan Vents**

Must be painted flat black. Use of galvanized metal primer is recommended.

### **Rainspouts and Gutters**

Clean with Mildex to restore the color. If you need to paint, then use Sherwin Williams all Purpose Latex Primer and paint Chapel Ridge White.

### **Vents**

Must be painted to match the brick or the color of your trim.

**Window Grids in Transom and Arched Windows above the Front Door**

The grids must be painted to match the wood trim unless the grids are between the window panes. In this case, the grids can be white.

## APPROVAL PROCESS

Although you may be confident that you will be in compliance with the Architectural Guidelines, you are still legally bound under the Association's By-Laws to obtain written approval from the Architectural Committee before making any changes to the exterior of your house or property. This will avoid any misinterpretation of the guidelines and the subsequent time and expense of having to correct a violation.

The procedures for obtaining approval are outlined below:

1. Complete an Architectural Change Form or a letter with the following information:  
Name, address, and telephone number.  
A detailed description of the proposed changes (material, size, color, etc.)  
If available, a diagram or picture should also be attached.  
Name and telephone number of the contractor performing the work.
2. Send or e-mail request to:

Kemper Management Associates  
P.O. Box 1451  
Bel Air, Maryland 21014  
kempermanagement@gmail.com

Kemper Management will ensure that the request is complete and will arrange for a vote by the Architectural Committee. Under the By-Laws, the Architectural Committee must respond within 30 days from receipt of the request. However, the normal response time will be more rapid. If you have not received a response within 20 days, call KMA to ensure that your request was received.

If approved, the proposed changes must be completed within the time frame stated in the approval. If these deadlines are not met, the approval automatically lapses.

Some exterior changes, such as decks and fences, require a building permit from Baltimore County. It is the responsibility of the homeowner to ensure that this permit is obtained and that all changes are in compliance with the county code.

You should never assume that a particular exterior change is acceptable because a neighbor has made the change. Your neighbor may be in violation of the guidelines or the guidelines may have changed.

## **VIOLATIONS**

The community will be periodically inspected to ensure that all homes are in compliance with the Architectural Guidelines. Concerned residents are also encouraged to report violations by calling the Community Service Line at 410-494-3953.

Any homeowner in violation is notified in writing of the violation and required to respond within a specified period of time. All homeowners are legally required under the association's covenants to respond to this notification.

Uncooperative homeowners will be referred to the association's Board of Directors for legal action. Under the association's covenants, the Board is fully empowered to enforce the Architectural Guidelines.

## **AMENDMENTS**

Recommended changes must be submitted in writing to Kemper Management Associates. They will be reviewed by the Architectural Committee and presented to the Board of Directors for approval. For additional input, some changes may be presented to the community for discussion at an open meeting. However, the final decision will be made by the Board.

Changes are published in the Community Newsletter and on the website. The Architectural Guidelines are updated annually.

## **SALE OF RESIDENCE**

If you are planning to sell your home, please note that you are required under the Maryland Homeowners Act to provide the following items to the buyer:

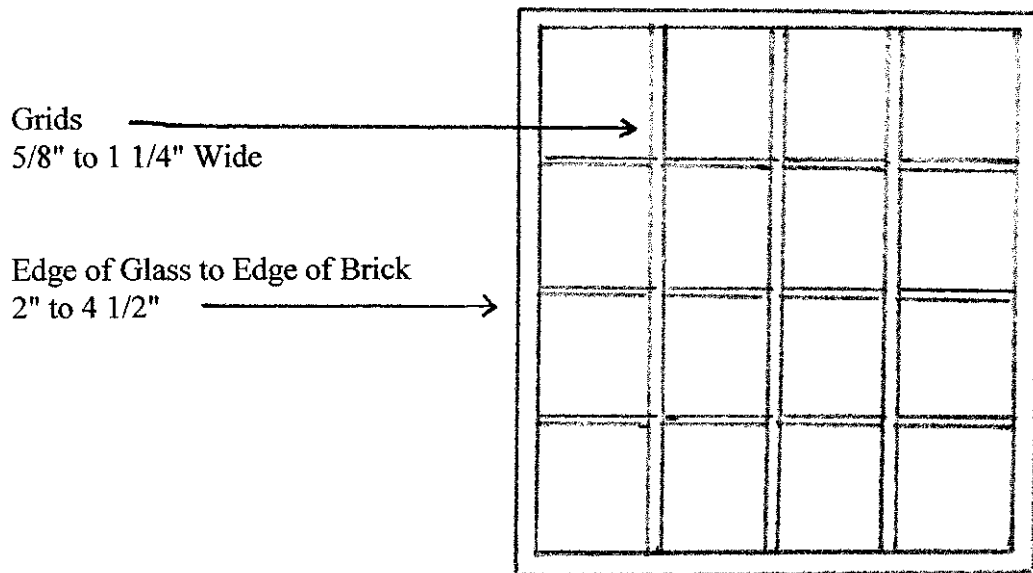
1. A copy of the Community Association By-Laws, Covenants, and Architectural Guidelines.
2. Written verification from the community association that you have no outstanding architectural violations or association dues.

To obtain this information, please call Kemper Management Associates. A \$50 fee is charged for the preparation of the documents and the inspection of your property. Payment of this fee is the responsibility of the seller. Also, please provide to the association the date of settlement, the name of the new homeowner, and the mailing address of the owner in the case of a rental property, so that bills, newsletters, and other communications can be sent.

## ATTACHMENT A

# WINDOW SPECIFICATIONS

Standard windows made of aluminum, wood, or vinyl are permitted, provided they meet the following specifications and have been approved by the Architectural Committee.

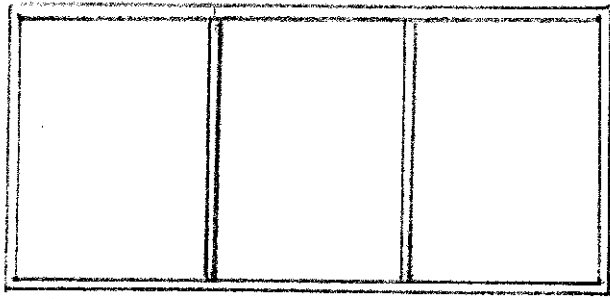


All windows on the front of the house must have grids with the exception of the sliding glass kitchen windows on some end-of-group houses. The master bedroom windows on the back of the house may not have window grids. The following window grid configurations should be used as a guide for replacing or upgrading your windows.

|   |   |
|---|---|
| Front Bedroom Windows                                 | 4, 5, or 6 rows with 3 or 4 panes per row   |
| Regular Kitchen Window                                | 4, 5, or 6 rows with 3 or 4 panes per row<br>Must be same configuration as your front bedroom windows                                 |
| Small Kitchen Window<br>(on some end-of-group houses) | 4 rows with 4 panes per row   |
| Large Kitchen Window<br>(on some end-of-group houses) | Two side by side windows each having 5 rows with 2 panes per row<br>These windows may also be two clear sliders with no window grids. |
| Kitchen - Bay Window                                  | Side by side windows each having 4 rows with 3 panes per row  |
| Single Basement Windows                               | 4 rows with 3 or 4 panes per row<br>Must be same number of panes as kitchen window.   |
| Double Basement Window                                | Side by side windows each having 4 rows with 3 panes per row  |
| Side Bathroom Window                                  | 4 rows with 4 panes per row   |
| Arched Window Above Door                              | 3 rows with 4 panes on the bottom row   |
| Transom Window Above Door                             | 1 row with 3 panes per row  |
| Master Bedroom  | 3 clear panes with no window grids (See illustrations on next page.)  |



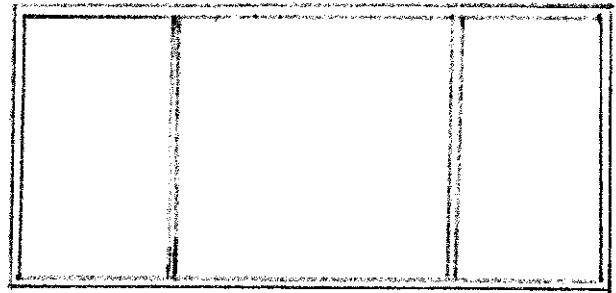
## Master Bedroom Window Specifications



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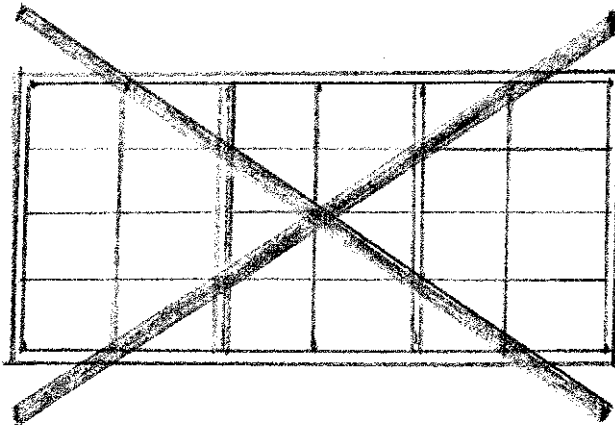
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These two configurations consist of three clear panels. The panels can be a combination of fixed or sliding glass windows.

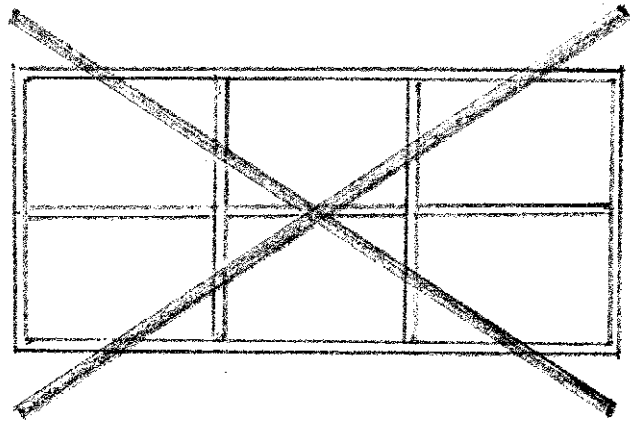
**Double hung windows are not permitted in the master bedroom.**

**Window grids are not permitted in the master bedroom windows.**

**NO WINDOW GRIDS**



**NO DOUBLE HUNG WINDOWS**

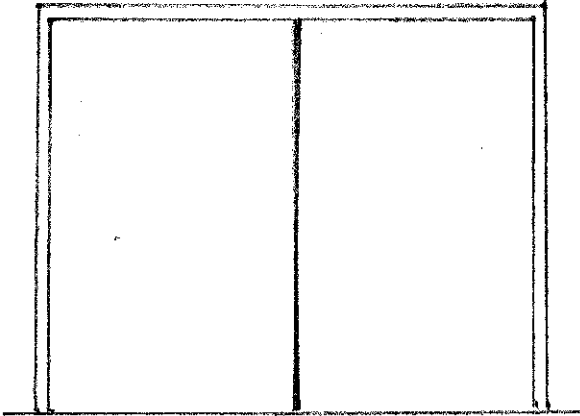


## ATTACHMENT B

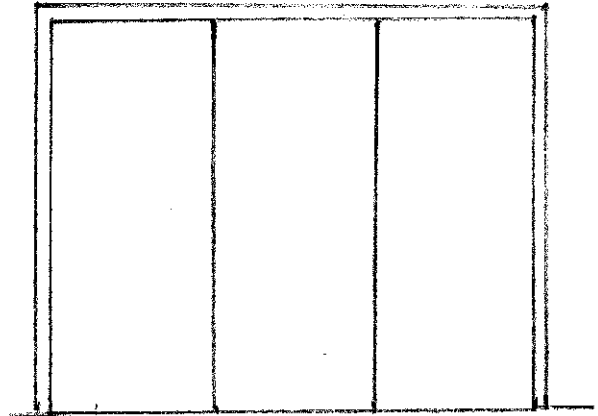
### SLIDING GLASS DOOR SPECIFICATIONS

The existing sliding glass door may be replaced with any of the following configurations:

Two Equal Sized Glass Panels

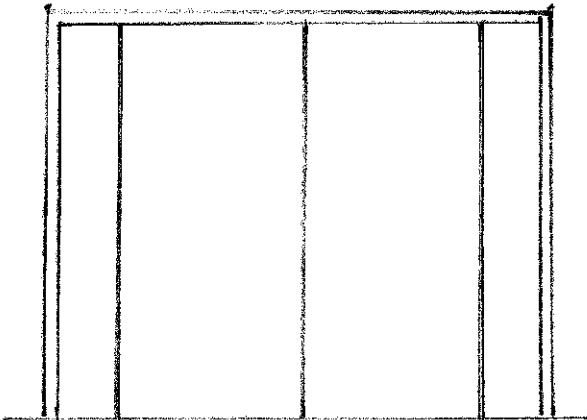


Three Equal Sized Glass Panels



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Two Glass Panel Doors With Two Small Glass Panel Spacers



The door may slide open or swing open like a French Door.

Window grids may be added.

When seeking approval, a detailed description must be provided. Include the make, model, and measurements and a picture if possible. The committee will approve the doors on a case by case basis.