

POTOMAC KNOLLS
HOMEOWNER'S ASSOCIATION, INC.

ARCHITECTURAL CONTROL
GUIDELINES

Updated September 19, 2023

PROCEDURES

A. Background Information

1. These Rules are provided as a supplement to the Declaration of Covenants Conditions and Restrictions which each homeowner received at settlement. These supplements do not supersede the Declaration of Covenants Conditions and Restrictions. The intent of these Rules is (1) to assist the homeowner in obtaining approval for any alterations and/or additions which he/she may contemplate for his/her property and (2) to ensure a standard of quality and uniformity which will enhance the Potomac Knolls Community. Design approval by the Architectural Control Committee 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 qualities of the item being reviewed.
2. To conform to the Declaration of Covenants Conditions and Restrictions, each proposed alteration or addition must be specifically approved by the Architectural Control Committee (ACC) even though the improvement conforms to the Rules that follow. The absence herein of a Rule pertaining to specific projects does not relieve the owner of a lot from applying for exterior modifications in accordance with Article VII Section 7.1 of the Declaration of Covenants Conditions and Restrictions.
3. The ACC will consider only written requests as outlined herein. Oral requests will not be considered and are hereby deemed rejected without further notice from the ACC.
4. The ACC will act upon a request within forty-five (45) days of receipt of an application. In the event the ACC fails to approve or disapprove such application within forty-five (45) days after said plans and specifications have been submitted to it, approval will be deemed to have been given, except that no such automatic approval shall allow the applicant to undertake any improvement or addition that is prohibited by the terms of the Declaration of Covenants Conditions and Restrictions or the architectural standards adopted by the Association.
5. Approval is required prior to commencing construction, so please allow enough lead time when filing your application. No such exterior addition to or change or alteration shall be made without approvals and permits therefore having first been obtained by the owner from the application public authorities or agencies.
6. Approval of the local government or the Declarant does not constitute approval of the ACC and may be required in addition to ACC approval.
7. All approvals must be in writing.
8. These Rules are subject to periodic review by the ACC and the Board of Directors. Owners will be advised in writing of all changes.

B. Architectural Control Committee

1. The ACC evaluates all submissions on the individual merits of the application.

Besides evaluation of a particular design proposal, this includes consideration of the characteristics of the particular model, individual site, and effect upon neighboring dwellings or occupants, since what may be acceptable exterior design in one instance may not be in another.

2. In evaluating any written request in accordance with these Rules, the ACC shall not base its decisions upon personal opinion or taste, nor upon the identity of the applicant. Judgments of acceptable design are based on the following criteria which represents, in more specific terms the general standards of the Covenants:
 - a. Validity of Concept. The design as submitted shall be practicable and meet all construction standards then in effect in Prince George's County and shall not result in an encroachment upon any easements or rights of way of record.
 - b. Design Compatibility. The proposed improvements must be consistent with the architectural characteristics of the applicant's home, adjacent homes, and the neighborhood setting. Compatibility is defined as harmonious or agreeable with architectural style of the home, quality of workmanship, similar use of materials, color, and construction detail.

C. Application Procedures

1. Applications forms are enclosed with these Rules. Additional application forms may be obtained from the Potomac Knolls website at www.potomacknollshoa.com, the General Manager at the Potomac Knolls Community Center or any ACC member.
2. The completed application must be signed by the homeowner(s) and submitted to the ACC (in duplicate) to the General Manager at the Potomac Knolls Community Center or any ACC member. Since completed applications must include material and color samples, applications will not be accepted via facsimile. Acknowledgement will be sent to the applicant upon receipt.
3. The ACC will act upon the application as quickly as possible and will thereafter notify the homeowner of its decision no later than forty-five (45) days after receipt of such application.

YOU MUST ALLOW FORTY-FIVE (45) DAYS FROM THE DATE OF RECEIPT TO YOUR DESIRED START DATE INDICATED ON YOUR APPLICATION

D. Appeal Procedures

1. Homeowners who have submitted an application that was not approved may appeal the decision of the ACC to the Board of Directors.
2. A homeowner may appeal a decision of the ACC by submitting a written request to the ACC within ten (10) days after the date of action by the ACC. This request should include any new or additional information which might clarify the requested change to demonstrate its acceptability.

The ACC must respond, in writing, to a request for consideration within forty-five (45) days from the date of receipt of such request by the ACC. No appeals will be considered by the Board of Directors unless a prior appeal has been made to the ACC.

E. Enforcement Procedures

The following enforcement procedures shall ensure compliance with architectural standards by all Lot owners:

1. The sources for reporting violations will be as follows:
 - a. Concerned residents,
 - b. ACC observations during the normal course of ACC business,
 - c. Members of the Board of Directors, Management, or the Advisory Committee.
2. Violations consist of, but are not limited to, the following:
 - a. modification completed or commenced without prior written ACC approval,
 - b. modification completed in a manner not consistent with approved plans,
 - c. modifications not completed within six (6) months of initial approval,
 - d. any violation of regulations concerning the use of Lots or common areas as enumerated in Article VIII of the Declaration.
3. All violations will be confirmed by a site visit by the ACC or the Association's Agent.
Update of ACC Guidelines dated April 18, 1996.
4. The owner will be notified by the Association in writing following confirmation of a violation.
5. If there is no response after fifteen (15) days, a second notice will be sent by Certified Mail.
6. After another fifteen (15) day period with no contact, a notice will be sent (again by Certified Mail) informing the owner of the time and place of a hearing by the ACC on the case.
7. The owner shall be entitled to, but not required, to representation by counsel at the hearing.
8. If, upon proper notice and hearing, the ACC determines that a violation exists, the owner must remedy said violation within the period provided by the ACC at the owner's sole cost and expense. Failure to remedy a violation may result in a recommendation to the Board of Directors to undertake any or all enforcement remedies available in Article VIII, Section 8.4 of the Declaration.

F. Meetings

1. The ACC shall meet periodically at a time and place designated by the ACC. A meeting may be suspended if there is no business to address.
2. ACC special meetings may be called by any three (3) members after not less than three (3) days notice to each member. Two thirds of the members shall constitute a quorum at any meeting of the committee.

II. SPECIFIC PROJECT REQUIREMENTS

A. General

1. Only exterior materials compatible with the existing exterior materials on the parent structure or compatible with the architectural design and character of the neighborhood will be approved. Design features of the original construction may be perpetuated.
2. Requests for approval to change exterior colors should be compatible with color of houses in the immediate areas.

B. Decks/Patios/Gazebos

1. Decks must be constructed of good quality, exterior grade wood, or natural wood tone composite decking material. Wood decking should be left to weather naturally. However, wood decks may be treated with a natural wood tone stain or clear wood preservative. Composite decking must be kept free of stains and mold.⁴
2. Lumber used for decks must be decay resistant and similar to lumber used by Builder. Metal decks are not permitted.
3. Customized design railings including those not of the same material as deck flooring may be approved on a case-by-case basis. Boards with a horizontal orientation will be allowed only as framing or cap boards, but only vertical pickets will generally be approved.
4. Patios and Decks shall be located directly behind the home and shall not be visible from the street when looking toward the rear yard from the left or right side wall of the home, and in accordance with all Prince George's County codes. Patios and decks should generally be located in the rear of the home, and in accordance with all Prince George's County codes.
5. To minimize impact of clutter, under deck storage will be permitted only when shielded and enclosed from view of neighboring Lots and the street with materials matching the deck.
6. All Gazebos shall be located directly behind the home and shall not be visible from the street when looking toward the rear yard from the left or right side wall of the home. Open and enclosed Gazebos attached to the home or deck shall be constructed of good quality, exterior grade treated wood, or natural wood-tone composite wood. Color shall match the home or deck. The trim of windows and screens must match the trim of windows and screens of the home. The same guidelines apply to Self-Standing Gazebos.

C. Fencing

1. Fencing & hedgerow shall be limited to rear yards and shall not be in front of homes or no further into the front than the rear wall of the home. All hedgerow fencing shall be

maintained in a neat and orderly fashion.

2. Fencing & hedgerow shall not be less than four (4) feet and no higher than six (6) feet in height.
3. Any removal or modification of fencing or hedgerow may only be done with the prior approval of the ACC.
4. Fencing material such as aluminum, wrought iron, chain link, mesh, or barbed wire fences will not be allowed.
5. Samples of recommended fencing styles are Solid Board, Concave Stockade, or Lattice Top Spaced Pickett
6. Fencing shall be constructed of good quality treated or exterior grade wood, wood composite, or vinyl. Vinyl colors can be wood tone, taupe, beige or white. No other colors are allowed. Wood fences shall not be painted but left to weather naturally and may be treated with a natural wood tone stain or a clear coat preservative. All fences must be kept free of stain and mold. If the fence is in a state of disrepair or becomes dilapidated, the homeowner is required to repair the fence.
7. Fences or hedgerows shall not affect the sight line of vehicular traffic. Due to unique sitting of homes on certain Lots, (i.e. corner lots) the option of installing a fence may not be appropriate. However, special consideration may be granted in some situations. No deviation from the requirements of the fence or hedgerow to not extend forward from the rear wall will be allowed.
8. Gates shall be compatible with the fence in style, height, and material.
9. When fences abut neighboring properties, consideration should be given to a design that is finished or "good on both sides". Fencing which is finished on one side only must be constructed with a finished side facing toward the public view or adjacent property.
10. Fences should be installed only behind the home on the side and rear property lines of the yard. Only one (1) fence shall be allowed on a common property line.

D. Garages/Driveways/Walks

1. Garage additions should be integrated into the overall massing of the residential architecture.
2. Garage doors, roof configuration and detailing should be consistent with the architectural style of the house.
3. Replacement of Garage doors with French doors or other doors which are not intended for the storage of automobiles is prohibited, as installation would alter the design concept for the community. Garage doors may be replaced with other garage doors meeting standard garage door design: however, at no time may garage doors be replaced with French Doors, Single

Doors, or other doors which are not visibly intended for the storage of automobiles.

4. No carports will be allowed.
5. Entrance drive aprons and driveway paving material must match existing concrete paving and be constructed in accordance with Prince George's County standards.
6. Multiple brick structures on opposite sides of the driveway or in front of the home are not allowed.
7. Primary walks to the front door shall be concrete or other hard surface specialty paving system (i.e., brick, concrete pavers, or stone). Garden walks may utilize other materials.
8. Concrete sidewalks from the front of the house to the backyards are allowed. They may be no more than 3 feet (36 inches wide), the furthest edge cannot be more than 8 feet (96 inches) from the side of the house. This allows for construction around HVAC units on the side of the home. The sidewalk edge furthest from the home must be a minimum of 3 feet (36 inches) from the property line. The sidewalk must connect to the home's driveway or be an extension of the existing sidewalk from the driveway to the house.

E. Storage Sheds

1. The color and material of the Shed must match the color and material of the applicant's house. As an alternative, Sheds may be integrated with the fence by matching the fence in style and materials and left to weather naturally to match the fence. Sheds may be treated with clear wood preservatives.
2. Sheds shall be located directly behind the home and shall not be visible from the street when looking toward the rear yard from left or right side wall of the home. Within the setback zone Sheds shall be located a minimum of two (2) feet from the rear property line.
3. Shed size shall not exceed one hundred and twenty (120) square feet (10' x 12') of storage area and shall not exceed eight (8) feet in height. Written approval of the ACC or the Board of Directors is required prior to installation of the shed.
4. No storage sheds with metal siding or roofs will be allowed.

F. Dog Houses and Children's Playhouses

1. Dog houses and children's playhouses must be compatible with the applicant's house in color and material or match the natural or composite wood fence and must be located directly behind the home where they shall not be visible from the street when looking toward the rear yard from the left or right side wall of the home. Dog houses shall be located a minimum of two (2) feet from the rear property line. Dog houses and playhouses left to weather naturally may be treated with clear wood preservatives.
2. No "tree houses" will be allowed.

3. Dog houses may not exceed sixteen (16) square feet of floor space and may not exceed four (4) feet in height at the highest point. The use of an appropriate shield or screening is encouraged, and may be required in some cases, to minimize any negative impact.
4. Dog runs may be allowed within the confines of fences as outlined in Section II C above.

G. Swimming Pools and Hot Tubs

1. No structural above ground pools will be allowed.
2. Pools and hot tubs must be located in the rear yard only and kept an adequate distance from the adjacent property so as not to create a nuisance or disturbance to neighboring Lot owners.
3. Minimize removal or disturbance of existing trees to the greatest extent possible. No encroachment will be allowed into save areas designated on developer site plans.
4. Pool and hot tub construction, fencing and gates shall be in accordance with applicable governing agency codes.
5. Screen pool mechanical and hot tub equipment from public view by architectural treatment, fence or plantings.

H. Recreation and Play Equipment

1. No play equipment, including without limitation, basketball backboards, basketball hoops and other equipment associated with either adult or juvenile recreation, shall be attached in any manner to the front or sides of any dwelling without the approval of the ACC or Board of Directors as provided in Article 7 of the DCCR. Basketball hoops and other play equipment may be erected or installed in the rear yard directly behind the home with prior approval of the ACC or Board of Directors as provided in Article 7 of the DCCR. Such equipment must be properly maintained by the Owner or occupants of the subject Lot.
2. Children's play and similar equipment shall not be allowed to remain overnight within any front yard of any Lot or within the Common Areas.

I. Storm/Screen Doors and Windows

1. Storm doors should be full view glass with no ornamentation such as scallops, scrolls and imitation gate hinges.
2. Storm or screen doors shall match the color of the architectural trim, existing door, shutter, siding or any existing storm windows.
3. Storm and screen window frames should match the trim of the window to which they are attached; however, white is acceptable.
4. Storm doors and windows incorporating security or "protective" features, such as bars, will not be authorized.
Exclusion: basement grade level with prior ACC approval.
5. Replacement entry doors in oak and natural wood tone are also permitted with prior approval by the ACC.

J. Shrubbery

1. Planting flowers, shrubbery, or trees within two (2) feet of the home shall reach no more than five feet (5') in height maturity. Landscaping shall not require the approval of the ACC.
2. All lawns areas shall be mowed at regular intervals and shall be maintained at maximum height of six (6) inches and a minimum height of two (2) inches. Exception: newly laid sod.
3. All plantings shall not affect the sight line of vehicular traffic.
4. All garden pavers, stone and brick enclosures of flower beds, and edging greater than six (6) inches in height must have ACC approval.

K. Fireplaces and Wood Stoves

1. External chimneys and/or flues must be enclosed in brick or materials matching the exterior of the house. Flue pipes which penetrate the roof must be painted flat black or to match the color of the roof shingles.

L. Firewood

1. Two (2) neatly stacked cords of Firewood may be located directly behind the home and shall not be visible from the street when looking toward the rear yard from the left or right side wall of the home. Firewood shall not be located closer than eight (8) feet to the rear boundary line, and no higher than four (4) feet for safety. In certain cases, screening may be required. Firewood may not be stored within common areas.

M. Trash

1. Trash/recycling containers must be stored out of sight in the garage or directly behind the home and shall not be visible from the street when looking toward the rear yard from the left or right side wall of the home.
2. Containers may only be placed on the side of the house with wood or vinyl fencing/trellis or shrubs that hide the containers from view from the street. Up to 3 containers may be hidden by the fencing/trellis on the side of the home.
3. No accumulation or storage of litter, new or used building materials, or trash of any kind shall be stored on any Lot.

N. Exterior Painting

1. Repainting or staining a specific object to match its original color need not be submitted for approval. Color changes apply not only to house siding, but also to doors, shutters, trim, roofing, and other appurtenant structures. Changes of exterior colors should relate to colors of houses in the immediate area. Only actual color samples will be accepted with applications for paint or stain changes. Photographs of colors are not acceptable.

O. Vegetable Gardens

An application must be submitted for vegetable gardens in which any of the following conditions apply:

1. If any part of the vegetable garden is outside the area between the back of the house and five (5) feet from the rear property line and eight (8) feet from the side property lines. However, vegetable gardens in yards fenced by solid privacy fencing may abut the fence, provided that plants are maintained so as to not grow under or over the fence or onto adjoining Lots.
2. If the size of the garden is planted on a grade exceeding a ratio of one (1) foot vertical fall in twenty (20) feet horizontal.
3. If there is a possibility of damage to property below it through the flow of water onto the lower property.
4. Garden enclosures may be built on the side of the house, not to extend more than four (4) feet from the side of the house. They must be constructed of wood or vinyl matching the siding or the fence if one is present. No solid covering allowed and wire or mesh on the side or top only. The enclosures cannot be over six (6) feet tall and can only extend six (6) feet wide.

P. Compost Piles

1. Compost piles must be maintained in a commercially available type of bin acceptable to the ACC.
2. Failure to maintain a satisfactory compost pile and/or the point at which the compost pile becomes a public nuisance shall indicate an abandonment of the compost pile which constitutes a violation of these rules.

Q. Exterior Decorative Objects

1. Approval will be required for all natural and/or man-made exterior decorative objects introduced into the landscape. Exterior decorative objects include, but are not limited to, such representative items such as birdbaths, wagons, wheels, sculptures, fountains, pools, stumps, driftwood piles, free-standing poles of all types. Approval of such items will be at the sole discretion of the ACC and generally discouraged in front yards.

R. Signs

1. Temporary real estate signs not more than six (6) square feet in area advertising the Lot for Sale are permitted in accordance with the Covenants. Real estate signs shall be removed promptly within forty-eight (48) hours following the sale or rental of such dwelling.
2. There shall be no more than one (1) sign on any residential Lot at any time.
3. Business and personal advertisement signs are strictly prohibited at all times.
4. No Signs or any other paraphernalia shall be attached to existing trees or fences.

S. Retaining Walls

1. Retaining walls shall be brick, natural stone, or new wood timbers designed for ground contact and located outside the drip line of existing trees.
2. No exposed concrete on face of walls will be allowed.
3. No creosote treated railroad ties, either new or used, will be allowed.

T. Utilities/HVAC (Heating, Ventilation and Air Conditioning)

Window air conditioning units generally will not be approved.

U. Mailboxes

1. To ensure uniformity in style Mailboxes must be builder's standard black mailboxes on wooden post. Wood posts should remain unfinished to weather naturally but may be treated with a clear wood preservative.
2. Metal Mailbox Poles are prohibited.
3. Brick mailboxes must be pre-approved by the Architectural Control Committee prior to installation. Homeowners may select one of the mailbox designs displayed in the General Manager's office located in the Potomac Knolls Community Center.
4. The Color of the Brick Mailbox must match the home and shall not exceed three (3) feet nine (9) inches in height and two (2) feet four (4) inches in width. The standard black mailbox insert should be nine (9) inches in height and seven (7) inches in width. The mailbox insert must be black and of standard design. A metal address plate may be affixed to the side or front of the brick mailbox upon approval by the ACC.
5. Multiple brick structures on opposite sides of the driveway or in front of the home are not allowed.

V. Storage of Boats, Trailers, Recreational Vehicles or Junk Cars (Changed from U.)

1. No recreational vehicle, boat, junk vehicle, house trailer, commercial or industrial vehicles such as, but not limited to, moving vans, trucks, tractors, trailers, vans, (other than typical passenger vans), wreckers hearses, taxies, boats, boating equipment, mobile homes, or camping equipment of any kind will be permitted for more than 48 hours in the community

unless stored or parked within existing garages, or unless otherwise approved by the ACC, since such vehicles otherwise constitute an eyesore.

2. Junk vehicles shall be deemed to be any vehicle that cannot legally be driven on public highways in the State of Maryland under current laws or regulations, or any vehicle in such a state of disrepair that it cannot practically be driven on public roads. No motor vehicles shall be permitted upon any road within the community unless the same are over-the-road vehicles, properly and currently licensed and inspected pursuant to the laws of the State of registration.
3. No portion of any common area or public street within the Community shall be used for the maintenance or repair of motor vehicles, except bona fide emergencies. Minor routine maintenance may be performed on vehicles on the owner's Lot. Vehicles will not be left in an in-operable state overnight within the community.

W. Miscellaneous

1. Exterior lighting shall not be directed in such a manner as to create an annoyance to neighbors or motorists and must be harmonious with the surroundings. Pole height for all free-standing lighting is limited to eight (8) feet from ground at base of post.
2. No aerial or antenna shall be placed or erected upon any Lots or affixed in any manner to the exterior of any building in the community. Satellite dishes larger than thirty-one (31) inches in diameter are prohibited.¹⁵
3. No poles or wires for transmission of electricity, telephone and the like shall be placed or maintained above the surface or the ground on any Lot.
4. The exterior of all structures, including walls, doors, windows, and roofs will be maintained in good order and repair. No structure shall be permitted to stand with its exterior in an unfinished condition for longer than six (6) months after commencement of construction. In the event of fire, windstorm or other damage, no structures exterior shall be permitted to remain in a damaged condition longer than three (3) months, unless a delay in reconstruction is caused by matters completely beyond the control of the Lot owner.
5. No obnoxious or offensive activities or nuisances shall be permitted on any Lot, or elsewhere within the Community. Owners shall, at all times, maintain their Lots and all appurtenances thereon in good condition and repair. Except for flower gardens, shrubs and trees that are neatly maintained, all open Lot areas shall be maintained in lawns or other materials approved by the ACC.
6. Permanent and portable barbecue grills shall be located directly behind the home and shall not be visible from the street when looking toward the rear yard from the left or right side wall of the home. Barbeque grills shall be at least fifteen (15) feet from the rear property line.
7. The design of room additions and expansions should be compatible in scale, materials and color with the existing house and adjacent houses. New windows and doors should match the type used, and be located in a manner which will relate well to the exterior opening of the

existing house.

8. Gutters and downspouts should match the color of adjacent materials to minimize their visual impact. Downspouts should be located and directed such that adjacent property is not adversely affected by storm water run-off.
9. Sun control devices including awnings and sunscreen film on exterior of windows, are not allowed on the front of the home. Solar collectors or sun-controlled devices will only be considered for prior approval by the ACC and if located directly behind the home and not visible from the street when looking toward the rear yard from the left or right side wall of the home, or from adjacent houses.
10. House numbers are required and should be legible but of a size and materials which are appropriate for the style and size of the house. Numbers over eight (8) inches are not allowed. Locate house numbers such that they will be illuminated by front entry lights.
11. Permanent flagpoles shall be subject to review and approval by the ACC and must be of a height, color and location which is appropriate for the size of the property and surroundings. Install and maintain flagpoles in a vertical position. However, temporary flagpole staffs which do not exceed six (6) feet in length and are attached at an incline to the front wall, pillar or rear of the house do not require ACC approval.
12. No drying or airing of clothing, bedding or similar materials shall be permitted outdoors, and within any Lot other than within rear yards and between the hours of 8:00 a.m. and 5:00 p.m. on Monday thru Friday, and 8:00 a.m. and 1:00 p.m. on Saturday (except when any such days shall fall upon a holiday) and clothes-hanging devices such as lines, reels, poles, frames, etc. shall be stored out of sight other than during times aforementioned.
13. No insect control device shall be installed or operated in such a way as to cause discomfort to the neighbors and may only be operated during those times when the immediate area protected by the device is occupied by the owner or guests. Devices shall be turned off by 10:00 p.m. on weeknights and 12:00 midnight on Fridays, Saturdays, and legal holidays.
14. Hunting and shooting shall be strictly prohibited within the community, as shall be the discharge or use of any and all firearms, pellet guns, air guns, slingshots, and bows and arrows.
15. The operation of mini-bikes and snowmobiles is specifically prohibited within the community. However, they may be stored in garages out of sight.
16. The ACC may, from time to time, adopt and promulgate such additional rules and regulations regarding Lot owners' installed landscaping and preservation of trees and other natural resources and wildlife as it may consider appropriate.

These Rules were updated and adopted by the Architectural Control Committee on this nineteenth day of September 2023.

Architectural Control Committee Chairman: *Board of Directors*

Date: *September 19, 2023*

These Rules proposed by the Architectural Control Committee are hereby approved, confirmed and ratified by the Board of Directors of the Potomac Knolls Homeowners Association.

President: *Karen Franklin* Date: *September 19, 2023*