

Fox Chase Townhouse Association, Inc.

Architectural Review Committee

Dear Owner,

The Architectural Review Committee would like to provide you with some valuable information concerning Exterior Alterations. This committee governs changes/additions to all structures that are visible on the exterior of the town home, including landscaping. The steps taken before making an alteration to the exterior of your town home are explained below. The committee's purpose is to govern these changes in accordance with Anne Arundel County codes, and the Covenants of the Fox Chase Townhouse Association, to ensure that the changes made do not diminish the value of the property, therefore reducing the community's worth. Beauty is in the eye of the beholder, so we understand that opinions vary greatly as to what is acceptable or not acceptable. You will find that applications are rarely denied as long as the changes meet the above codes and standards.

- ❖ The first step in the process is to fill out the Exterior Alteration Application to the best of your knowledge. You can obtain this form from Laurence Organization, Inc.(410.764.7100), from the Board of Directors members listed in the Newsletter, or from the Architectural Review Committee. Please attach all necessary documents, as explained in the application. The committee cannot consider any plans for approval until these items are provided.

- ❖ The second step is to mail the completed package to Laurence Organization, Inc. (the address is on the Exterior Alteration Application cover sheet.) If the package does not include all the items required, the package will be returned to the owner for completion,---this will delay the approval process.

- ❖ The third step is for Committee to review the application. If the Committee has any questions or is in need of further documentation, every effort will be made to contact the resident in a reasonable amount of time to resolve the issues at hand. The Committee will notify the owner of the approve or deny decision. If the owner disagrees with the decision he/she may appeal to the Board of Directors.

- ❖ The final step in the process is for the Committee to make periodic inspections of the construction site to verify that work is being completed in accordance with the approved application. Upon completion of the construction, the Committee will make a final inspection to verify total compliance

The Committee exercises fairness and objectivity in an effort to maintain a uniformly attractive and valuable community for the residents Fox Chase Townhomes. Please contact any member of the Committee with questions or concerns. Phone numbers of Committee members are provided in the Exterior Alterations Guidelines.

Thank you for your cooperation.

Exterior Alteration Guidelines

Foxchase Townhouse Association, Inc.

Architectural Review Committee

The following guidelines are to be used in conjunction with Anne Arundel County specifications for the construction of a structure upon your residence. The guidelines below take precedence to any county spec, but where not specifically called out in the guidelines, the County code must be followed. The Architectural Review Committee must review any exterior alteration, no matter how small, for approval. An application must contain all items indicated on the Exterior Alteration Application, including an A.A. County building permit, where applicable. An A.A. County building permit application can be obtained by calling 410.222.7700. An Exterior Alteration Application can be obtained by contacting any of the committee members. Application for construction of a deck, fence, shed or patio must include an application fee of \$25.00. This fee is put toward the community's general accounting fund, and used for community expenses. No member of the Architectural Review Committee or employee of Laurence Organization Inc., may profit from this transaction fee. Any questions or comments can be made directly to the Architectural Review Committee.

- **DECK:** Must be constructed within county requirements. May not have a roof, rafters overhead beams or joists of any type. Sunburst baluster design is acceptable. (See attachment "A").

Composite decking material must be in the color of natural pressure treated wood such as the color "cedar". Colors other than natural pressure treated wood such as greens, reds, browns, white, gray, or redwood are not allowed. Composite decking rails must be of the same material and color as the decking material and not made of PVC.

Size: Can extend as wide as house. For end units, width may extend from edge of house. Length may extend no further from rear of house to a point 15 feet in from the rear property line.

Appearance: Only a CLEAR wood preservative may be applied.

- **FENCE:** Must match height and style of original privacy fence. Alternating or "same side" slat style may be used. (See attachment "B"). *It is recommended to obtain neighbor's acknowledgement for fence construction.*

Appearance: Only a CLEAR wood preservative may be applied.

- **SHED:** Cannot exceed 45 sq. ft. and 8 ft. in height. Must be located in either corner, in rear of yard. For end units, must be located on inside rear of yard. No more than one shed can be constructed upon a lot. No metal sheds are permitted.

Appearance: Roof shingles, siding, trim and door must match color and type of original house color pattern.

Exterior Alteration Guidelines, continued:

- **Patio:** Can be constructed of brick, block, stone or concrete. If top of patio surface is kept under an 8 inch height from ground level, and no underground footers are necessary a County building permit is not required.

- **Storm Door:** Full view , clear glass style, only.

Appearance: White, Trim color or Door color ONLY.

- **Door, Shutters, Trim, Siding, Roof Shingles:**

Appearance: Must match original style and color.

(Contact your builder if you do not know the exact colors and brands used on your home.)

Architectural Review Committee members:

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