

Cypress Landing Homeowners Association Home Improvement Procedures and Guidelines

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Adopted MAY 9, 2000

I. Procedures for Home Improvement Approval

A. Submit Improvement Plans before any work begins.

Improvements include but are not limited to: buildings or structures (fence, deck, etc.) and exterior design changes (landscaping, exterior color or material changes, etc.)

Submit to: management company Victory Management # 410-553-9500
7954 Baltimore Annapolis Boulevard
Suite 2 A
Glen Burnie, MD 21060

B. Submit Improvement Plans in writing: (use "Improvement Request" form)

(DCCR Article V Section 1 (c) pg. 12)

Improvement Plans need to include:

1. Include homeowner's name, address, and phone number
2. Site plan (before improvement) and proposed change including dimensions
3. Indicate the types of materials to be used, color, etc.
4. Changes in topography, grade or drainage, and any restricted woodland effects
5. Indicate who will perform the work and projected completion date
6. Any other factors affecting change ex. public safety, neighboring property, etc.

C. Architectural Review Committee will notify homeowner of approval or denial within 30 days.

1. If denied, specific reasons will be given for denial and suggested adjustments needed for approval. If the request is denied, the homeowner may resubmit with adjustments or appeal the decision in writing or at a meeting to the Board of Directors.
2. All approved improvements shall commence within 1 year of approval or the request should be resubmitted.
3. Copy of approval or denial is sent to management company for recording, and original sent to homeowner.

D. Failure to comply with these guidelines subjects homeowner to remedies set forth in the Declaration and By-Laws.

II. **Structures and Buildings** includes but is not limited to decks, patios, porches, walkways, sheds.

A. Decks / Patios and Porches / Walkways

1. Location – Decks/Patios/Porches: all structures (including stairways) must be located in the rear of the house, not extending beyond the rear foundation wall, and not beyond the sidelines of the house. Decks and porches will be attached to the house.
2. Materials – Deck/Porches: pressure treated wood, solid redwood, cedar, and composites (i.e. TREX, TimberTeck, ...) with galvanized fasteners
Patio/Walkways: natural stone, brick, and concrete
3. Support – Deck/Porches: posts must be installed in concrete footers or anchored above ground to a below grade concrete footer so as to meet Anne Arundel Co code. Column style pillars should be used either 4"x4" or 6"x6".
4. Finish – natural or clear, no stain or paint. Composite decking must match trim or siding on home.
5. Railing – Decks/Porches: 30 inches or more off the ground must have railings no lower than 3 feet and no higher than 3 1/2 feet high, measured from the upper surface of the deck.
6. Baluster – Decks/Porches: railing support baluster should be 2"x 2" in a straight up and down position. (any other designs can be submitted for approval)

B. Sheds

1. Location – at rear of property, obscured from view with natural vegetation, not interfering with drainage or grading.
2. Materials – wood, or wood with aluminum or vinyl siding are allowed. No metal, steel, or plastic sheds allowed. Wood should be natural in color. Color of siding and trim must match house siding and trim. Shed roof shingles must match house roof shingles. Sheds may not be attached to any portion of fence or home.
3. Size – Sheds may not be exceed 6'w x 8'd x 10'h
4. Foundation – Concrete or secured to meet Anne Arundel Co. code.

C. Other storage buildings including but not limited to garages separated from the home are not permitted.

III. Fence

- A. Location – All fences must be constructed within property lines and entirely to the rearmost portion of the house (behind the rear foundation line of the house).
- B. Materials – Only natural pressure treated lumber (treated with weathershield water repellent to minimize warping and splitting) should be used with galvanized nails.

C. Dimensions – for Board and Batten Fences

Fence height - will not exceed 6 feet, dipping to 5ft. 6 inches

Posts - 4 inch x 4 inch; Gate post 6 inch x 6 inch

Face boards - 1 inch x 4 inch double nailed

Runners – three: 2 inch x 4 inch x 8 foot per section

Walk gates 42 inches wide x 72 inches high.

- D. Design – Only Board and Batten with Mt. Vernon dip, and split rail allowed.
No stockade or chain link allowed.

E. Other – Finished side of fence will face the outside perimeter

All self-installed fences must meet industry standard

All fences must be installed in accordance with an approved survey, a copy of the survey should be submitted with application.

All fences must include some natural screen plantings of mature evergreens (such as holly, boxwood, or taxis) on all sides facing a public street.

IV. Landscaping

A. Architectural approval is necessary if the landscaping:

1. creates new gardens in the front of the home
2. changes the topography, grade, or drainage
3. adds decorative walls / structures
4. affects the frontal view of neighboring properties

B. Not permitted:

1. Landscaping that impairs frontal view of the home
2. Changes in topography, grade, or drainage that will adversely affect the property or surrounding property

D. Plantings must be pruned if detrimental to other properties, or impair the view of traffic.

E. Landscaping should be neatly maintained

F. All dead trees, bushes, etc. should be removed

G. Only landscaping is permitted in front of home; vegetable, fruit or other gardens must be located in rear of property behind rear foundation wall lines

H. Lawns should be maintained. Any lawn growing to a height exceeding 6 inches is subject to action by the HOA and will be maintained at the owner's expense.

V. **Exterior Improvement** – includes but is not limited to changes in existing exterior color or design of home such as roof, trim, mailbox, driveway, windows, shutters, doors, storm doors.

A. Exterior color – colors must be consistent with the existing colors on the home or in the community.

B. Design change – specific approval is required for any alteration in design

C. Storm doors

1. Materials – glass with solid wood or baked aluminum frame.

No other materials are permitted.

2. Color – storm door must match the trim color of the home or be white.

D. Mailbox

1. Style – mailbox style and post are to remain the same style as builder installed

2. Color – mailbox is to remain black with post remaining natural wood color

VI. Other Improvements include but are not limited to:

A. Antennas and Satellite Dishes

1. No satellite dishes exceeding 18 inches in diameter will be permitted
2. Every effort should be made to locate the satellite dish in the sidelines or rear of the home.
3. No radio antennas are permitted

B. Pools and Hot Tubs

1. Above ground pools are not permitted.
2. Placement must be within property lines, to the rear of the home behind rear foundation lines, and not interfering with any wetland preservation codes.
3. All safety and county wetland restrictions must be followed.
4. All drainage and grading changes should not affect other properties.
5. Hot tubs must have cover that can be secured when not in use.

C. Trellises – may only be located on the side or rear of the home and must match the color of the home.

D. Basketball posts are permitted on homeowner's property. Hoops and posts must be maintained in good operating condition and appearance. Permanent basketball posts may only be installed in the back or side of the home. Restrictions: one unit per lot, must not cause safety concerns or impede use of common areas.

E. Swing Sets – or other play equipment should be placed to the rear most of the home within property.

Materials – Pressure treated lumber, cedar or redwood (no metal) structures with composite accessories, with the exception of chain link or rope for swing.

F. Lawn Ornaments – Are not permitted in front or sides of home or placed where they can be seen from any street. Except seasonal ornaments that must be removed by the end of the season.

VII. Use Restrictions

- A. Property can only be used for residential use.
- B. Noxious or offensive activities (speaker, amplifier, etc.) are not permitted.
- C. Recreational vehicles and vehicles used for business purposes are not to be kept outside the dwelling; motorized vehicles (cars, etc.) are to be parked in the driveway or curbside, not in yard areas.
- D. No animals are to be kept or bred; Pets are limited to 2 or fewer dogs or cats; they must be leashed and if declared a nuisance can be removed.

Pet excrement of any kind shall be restricted to pet owner's property and wooded areas behind their homes. Any violation is subject to a fine for each violation.

- E. No building materials, etc. can be stored; any refuse must be in containers and not visible from the street
- F. No clothing or clotheslines shall be hung in the open
- G. No signs except for sale signs
- H. No removal of live trees 6 inches in diameter or more without permission from BOD or Architectural Review committee
- I. No lot shall be divided or subdivided
- J. There shall be no disturbance of vegetation in areas designated wetlands or wetlands buffer.

VIII. Authority of Architectural Committee

A. Establish Guidelines

(Declaration of Covenants, Conditions and Restrictions Article V Section 1 (e) pg. 14)

Has the authority to establish criteria relative to architectural styles, details, colors, materials, etc. relative to architectural control and protection of the environment, as it considers necessary.

B. Right of Entry

(Declaration of Covenants, Conditions and Restrictions Article V Section 2 pg. 14)

To carry out the rules and regulations the Architectural Committee, Board of Directions, or whomever it assigns may come upon any lot for the purpose of enforcing those rules with a 5 day written notice to correct the deficiency.

C. Enforcement

(Declaration of Covenants, Conditions and Restrictions Article VII-A Sections 1 -3 pg. 21-22)

1. Architectural Committee or Board of Directors will give written notice that the violation shall be removed or abated.
2. If not removed or abated within 10 days a second notice shall be sent, requesting the homeowner to meet with the Board to "show cause."
3. If the violation can not be resolved the Association shall have the right to take steps as necessary to remove or abate the violation including a \$100 fine for each violation.
4. Any costs incurred by the Association shall be assessed to the Lot owner together with 18 % interest and attorneys fees and a lien placed upon that Lot with binding personal obligation to the Owner.

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Contract Information for Cypress Landing H.O.A., Inc.
as of Jan 16, 2009

SERVICES	VENDOR	CONTRACT TERMS
ACCOUNTANT:	Marc Nicole	
ALARM MONITORING:	N/A	
ATTORNEY:	Arthur Law	on retainer
ELEVATOR:	N/A	
HVAC:	N/A	
INSURANCE:	Nationwide (Liability Only)	07/10/2009
JANITORIAL:	N/A	
LANDSCAPE:	Robinson Lawn And Turf	12/31/2009
PEST:	N/A	
POOL:	N/A	
SNOW:	Robinson Lawn And Turf	03/31/2009
SPRINKLER SYSTEM:	N/A	
TRASH:	County	
FIRE EXT:	N/A	
GUTTER CLEAN:	N/A	
INTERCOM:	N/A	
IRRIGATION:	N/A	
GARAGE/GATE DOOR:	N/A	
OTHER:		
OTHER:		

PREFERRED CONTRACTORS:

- 1.
- 2.
- 3.

"AR"=Automatic Renewal