



SECTION III ROLE OF THE ARCHITECTURAL CONTROL COMMITTEE (ACC)

All homeowners in Quince Orchard Park are automatically members of the Quince Orchard Park Community Association. The Association is a non-stock corporation, which owns and is responsible for the upkeep and maintenance of all common properties within the community.

The Association is also responsible for the administration and enforcement of all covenants which are applicable to property owners, The Declaration of Covenants, Conditions and Restrictions for the Quince Orchard Park Community Association (Article IX) provides that responsibility for the enforcement of design standards shall be exercised through an Architectural Control Committee, the members of which shall be appointed by the Board of Directors of the Association.

Operating Procedures of the ACC

1. The ACC is appointed by the Board of Directors and consists of a minimum of 3 members, and no more than 7 members.
2. A majority vote of a quorum of the members is required to adopt any rules or regulations and to approve, table for further investigation, or disapprove alterations, changes or additions. A quorum is defined as a majority of the full-time members of the ACC. The ACC may take no action without the presence of a quorum.
3. The ACC shall meet monthly on a regularly scheduled day except during December. These meetings are open to all interested residents.
4. It is the responsibility of the ACC to:
 - Review and enforce the Architectural Standards and Guidelines based on the standards set forth in the Quince Orchard Park Homeowners Handbook and the Declaration of Covenants, Conditions and Restrictions (Declaration).
 - To review all applications for homeowner changes and additions for compatibility with the standards and guidelines, and to approve or disapprove requests accordingly.
 - From time to time, to inspect (or have inspected) the results of the applications for compliance with the approved plans and specifications and standards.
 - To ensure homeowners are notified of any violations and ensure that they are removed or modified to bring them up to standards.
 - To carry out these duties within the timelines specified in the Declaration and in this Resolution, and to make the process of supporting and upholding the standards as easy and painless as possible for all homeowners.

The Design Standards and Guidelines are to be formally reviewed annually by the ACC. Upon completion of the review process, recommendations for revisions will be sent to the Board of Directors. The Board of Directors will solicit feedback from the community homeowners on the proposed revisions. When the Board of Directors approves the final draft, the document is then published and made available to owners and residents. If the need to revise any part of the Design Standards and Guidelines occurs between scheduled reviews, upon review and approval by the Board of Directors, subsequent revisions will become part of the guidelines and standards and will be made available to the owners and residents.

SECTION IV

APPLICATION AND REVIEW PROCEDURES

All changes, permanent or temporary, to the exterior appearance of a building or lot are subject to review and approval by the Architectural Control Committee (ACC). The changes must be approved before work has begun and in accordance with the most recent approved Design Standards and Guidelines as set forth in the Quince Orchard Park Community Association Homeowners Handbook. The Handbook is available on the community website www.quinceorchardpark.com or from The Management Group Associates, Inc.

The review process is not limited to major additions or alterations, such as adding a room, deck, or patio. It includes such minor items as changes in color and materials. Approval is also required when an existing item is to be removed.

WHEN NOT CERTAIN WHETHER AN ALTERATION MEETS THE STANDARDS AND GUIDELINES, CLARIFICATION SHOULD BE REQUESTED FROM THE ACC.

Unless a modification is specifically defined as “NO APPROVAL REQUIRED”, the homeowner must submit a written application, along with all other application requirements, to the ACC and receive approval from them before beginning work on ANY exterior addition, change or alteration to their home or lot.

When an application to modify a property is reviewed, the ACC will consider the effect the modification will have on the following four levels:

- a. The property (dwelling and grounds);
- b. The adjacent properties (next to, behind, across from);
- c. The immediate neighborhood (properties on the same street, adjacent streets);
- d. The community as a whole.

If, at any level, the modification presents a problem with design compatibility, location and impact, scale, color, workmanship or timing, it will fail, and the application will be disapproved. A new application may be submitted, along with all application requirements.

Application and review procedures which will be used by the ACC are detailed below.

1. Applications

- All applications for proposed improvements or changes must be submitted in writing
- Applications must use the application form authorized by the ACC. A copy of the most current version of this form is available on the web at www.quinceorchardpark.com or can be mailed or faxed to you by The Management Group Associates, Inc. at 301-948-6666.
- Complete applications, including all required documentation, must be submitted together in order to commence the review process. Incomplete applications will be returned to the applicant with a statement of deficiencies, which must be remedied in order for the application to be considered for review.
- Prior to submission, the applicant shall give notice to homeowners (adjacent to the property) of additions or changes for which approval is required. Space is provided on the application form for the homeowners to acknowledge that they have been notified.
- If you are unable to locate the homeowners The Management Group Associates, Inc, can assist you.

Unless notified to the contrary, mail or email your complete application to the following address:

Architectural Control Committee
Quince Orchard Park Community Association
c/o The Management Group Associates, Inc.
20440 Century Boulevard, Suite 100
Germantown, MD 20874-7115
Email: TMGAInc@TMGAInc.com

2. Supporting Documentation

- The application must include a complete and accurate description of the proposed improvement(s) in order for evaluation by the ACC.
- The application must contain complete plans and specifications for the project including, but not limited to, the height, width, length, size, shape, color, materials, type of construction, and location on the plat of the proposed change.
- The application must include details, which address any other requirements set forth as “APPLICATION REQUIREMENTS”. Photographs or sketches of similar completed projects, catalog illustrations, etc. will aid the prompt consideration of the application. If the alteration affects the existing drainage pattern, the proposed drainage pattern change must be included in the applications.

3. Application Time Frame

- An application submitted without all required submissions will be considered incomplete. In such case, the ACC’s review period will not commence until all required submissions have been provided.
- Written applications must be received by The Management Group Associates, Inc. no later than 10 days before an ACC meeting to be processed at that meeting. Applications received less than 10 days before a meeting will be processed at the next monthly meeting. Meeting schedules are posted on the community website.

4. Time Frame for Completion of the Review

- Approval or disapproval by the ACC of any proposed improvement or change will be as timely as possible within 45 days after the receipt by The Management Group Associates, Inc. of a properly completed application including all required documentation.
- If requested in writing on the application, the homeowner will be notified by The Management Group Associates, Inc. of receipt of their application.
- If the ACC fails to approve, modify or disapprove a correctly filed application within 45 days of receipt of the application, approval will be deemed granted. It is advisable for homeowners contemplating substantial improvements to first ensure that they are aware of all required supporting documentation prior to submitting a design review application.

5. Notice of Approval/Disapproval

- Written notice will be given of the decision by the ACC by US Mail approximately 10 business days after their meeting. It will consist of a copy of the application with an approval letter, a request for more information or a disapproval letter. It will explain any restrictions on approval or reasons for disapproval of the project.
- If an application is rejected, the ACC will explain in writing why the application was rejected, cite the applicable section in the Design Standards and Guidelines that forms the basis for the decision and suggest modifications to the application that will allow it to be acceptable, if possible.

6. Appeals Procedure

- Homeowners who have submitted a design review application may appeal the decision of the Architectural Control Committee to the Board of Directors.
- The applicant may request reconsideration if they can supply new or additional information which might clarify the request or demonstrate its acceptability.
- The homeowner may appeal a decision of the ACC by submitting a written request to the Board of Directors, in care of the management company, within 30 days after the notification by the Architectural Control Committee of their decision.
- The Board will respond in writing to an appeal within 30 days from the date on which the appeal is heard.

7. Enforcement and Fines

- There will be no enforcement actions against a homeowner while their application is being processed or, if the decision of the ACC is appealed, until a notice of decision is sent after the appeal is heard.
- All modifications are subject to inspection while in progress and after completion to determine if the modification has met all of the requirements of the application and has not deviated from the original plan.
- Any changes to the approved ACR must be submitted and approved prior to implementing them. If the changes are not approved, they are subject to be removed at the homeowner's expense.
- Fines have been established in an effort to ensure that the Community members continue to maintain their lots and comply with the Standards and Guidelines. The Board of Directors, on a case-by-case basis, will undertake the assessment of fines.
- Fines imposed may be in addition to or instead of fines as outlined in the Dispute Resolution Procedures for the Community.
- The Schedule of Fines and the Rules and Regulations Concerning Due Process and Dispute Resolution may be found **HERE**.

CONTACT INFORMATION

Applications for change and appeals of the ACC's decision should be submitted electronically or in writing to:

Architectural Control Committee
Quince Orchard Park Community Association
c/o The Management Group Associates, Inc.
20440 Century Boulevard, Suite 100
Germantown, MD 20874-7115

Questions or comments may be directed to the property manager at:

Phone: (301) 948-6666
Fax: (301) 948-6663
Email: TMGAInc@TMGAInc.com

SECTION V

PROPERTY MAINTENANCE STANDARDS

Failure to adhere to Maintenance Standards will result in a violation citation.

A. General Responsibility

- Each homeowner and resident is required to maintain their property consistent with the Design Standards and Guidelines and in good order and repair.
- Property ownership includes the responsibility for maintenance of all structures and grounds that are part of the property.

B. General Maintenance of Houses and Existing Structures

- Each homeowner must maintain and make necessary repairs to any exterior structure.
- Loose, deteriorating or missing brick should be replaced.
- Plastic siding should be maintained, including washing off mildew and dirt.
- Property maintenance includes, but is not limited to, grounds maintenance, disposal of trash and debris, proper maintenance of any structures on the lot, driveway and walkway to ensure aesthetic appeal.
- Mold or mildew should be removed.
- Roofs, gutters and downspouts should be checked on a regular basis, and gutters and downspouts should be cleaned of leaves and debris as needed. Rotted areas should be replaced
- Aluminum and vinyl require regular checking to see if the caulking remains watertight. Trim should be covered with paint with no chipped, peeling or exposed areas.
- Outside wires should be neatly secured to the house, encased and painted to match the siding or buried underground.

C. General Maintenance of Landscaping and Natural Areas

- All portions of a lot which are not improved by an impervious surface or a structure must be maintained with grass or other vegetation approved by the ACC.
- No bare earth may be exposed on a lot (except for flowerbeds with appropriate approvals).

D. Landscaping including lawn, ornamental shrubs and trees

- It is recommended that lawn be cut before it reaches 6” in height. If grass exceeds 10” in height, action will be taken according to The City of Gaithersburg code and the community’s legal documents. Such action may include Quince Orchard Park Community Association hiring a contractor to remedy the violation at the property owner’s expense. Allowance will be made for prolonged rainy days, but owners must mow as soon as possible thereafter.
- At no time should weeds cover more than fifty percent (50%) of the total grass/bedding area.
- Areas that become overrun with weeds will be referred to The City of Gaithersburg or addressed in accordance with the community’s legal documents. Such action may include Quince Orchard Park Community Association hiring a contractor to remedy the violation at the property owner’s expense.
- Trees, shrubs, hedges and other plants must be trimmed so that they do not pose an obstacle to foot or vehicular traffic, obscure the view from adjacent driveways, overhang the property of another, or cause nuisance and/or damage to adjacent properties. They should be kept in proportion to the lot size.
- All homeowners are responsible for all the trees on their property for preventive maintenance, such as pruning, root removal, and possible entire tree removal if necessary.
- Homeowners must always take into account erosion, drainage onto neighboring properties, or flooding when they make modifications to their yards.
- Dumping of branches, grass clippings, leaves, mulch, or dead plants onto community property is prohibited.
- Dead trees, shrubs and other plants must be removed within a reasonable period of time (normally within 30 days). As a safety measure, the stump must be removed.

Common property is defined as all property located within Quince Orchard Park, not within homeowner’s lot lines. Common property will be maintained by Quince Orchard Park Community Association, Quince Orchard

Park Condominium 1, Quince Orchard Park Condominium 2 or The City of Gaithersburg. Responsibility for maintenance will be determined by the ownership of the property and any easements that may exist.

E. General Maintenance

- Bags of trash should always be kept in closed containers and must be stored out of sight in accordance with the Policy Resolution Regarding Trash Collection Procedures and the Declaration.
- Trash cans should be at the curb or designated areas to be picked up on pickup days. Trash and recycle days can be found on the Quince Orchard Community Association website.
- Construction materials required for the improvement of a home or lot should be neatly stored in as unobtrusive location on the lot as possible when not in use.
- Construction materials or any other large items that are not normally picked up by the trash company may be disposed of the first recycling day of the month. The City of Gaithersburg will collect these items at no charge to the homeowner.

F. Maintenance of Yards

- Yards should be cleaned of litter, debris and old newspapers on a regular basis.

SECTION VI

DESIGN STANDARDS AND GUIDELINES

The Board of Directors has adopted the specific Design Standards and Guidelines with the maintenance standards detailed below. Any exterior alteration or addition, except as specifically accepted in these Standards and Guidelines must have approval of the ACC before any work has begun.

Construction or alterations in accordance with the approved plans and specifications must be completed within 12 months of the approved date of the ACR. After that time, the ACC's prior approval will no longer be valid and a new ACR will need to be submitted.

**APPROVAL IS NOT REQUIRED FOR THE REPLACEMENT OF AN EXISTING,
PREVIOUSLY APPROVED ITEM WITH THE SAME COLOR, DESIGN, DIMENSION
AND MATERIAL.**

1. AIR CONDITIONING UNITS / HEAT PUMPS

GENERAL

When installing or relocating a heat pump or air conditioning unit, please take into account the impact of equipment on adjoining properties.

PROHIBITED

- Standard size portable window units

APPROVAL REQUIRED

- Replacing an outside air conditioning unit in a different location other than the original location
- Adding an additional outside air conditioning unit
- Installing a streamline (i.e., low profile) window unit

NO APPROVAL NECESSARY

- To replace an existing heat pump or air conditioning unit in its original location, if its size does not exceed 150% of the original unit

MAINTENANCE

The following kinds of maintenance problems may be cited for violation. This list is not all inclusive.

- Exterior units that are rusted
- Exterior units that are not maintained in working order

Application Requirements – AIR CONDITIONING UNITS / HEAT PUMPS

- Submit completed Architectural Change Request (ACR), available from the Quince Orchard Park website and The Management Group Associates, Inc.
- Copy of plat showing proposed location change. Submit drawings with application (they do not need to be professionally done).
- Spec sheet showing the dimensions and appearance of the proposed unit.
- Any other information that would help the ACC make a decision (photographs could be helpful).

2. ARBORS, GAZEBOS, SUNSCREEN TENTS, PERGOLAS & TRELLISES

GENERAL

All structures are required to submit an ACR and receive approval before installing or making changes.

Review for approval will consider line of site on all areas, style, size compatibility with placement, how the structure is anchored, and all materials used.

Arbors: A shady garden recess, arch-like open framework with sides and roof. Sometimes arbors are styled with lattice that serves as a trellis for climbing vines and flowers.

Gazebos: An enclosed pavilion-like structure with a solid roof that provides full coverage from the sun.

Pergola: A fully open pavilion-like structures that offer an open view of the surrounding area allows for sunlight to shine through a slatted roof.

Sunscreen Sails and Other Tents: Temporary shelters consisting of sheets of fabric or other non-ridged material draped over or attached to a frame or to a neighboring structure.

Trellises: Lattice-like flat structures, usually made from interwoven pieces of wood/metal or plastic, that are often made to support a climbing plant/vine. Trellises are used as a stand-alone garden wall structure.



Gazebo



Pergola



Sun Shade Sail

REQUIREMENTS:

- Submit an ACR and receive approval before installing or making any changes.
- Details regarding dimensions, materials to be used, railing detail, and decorative trim must be included on the ACR.
- Must have approval from neighbors for the structure.
- Only in the back yard.
- Allow as small of an obstruction to the neighbors' sightlines.
- Must be adequately anchored to withstand windstorms.
- Must have an outdoor finish.
- Designed and meant for exterior shading use.
- Fabric materials must conform to the color specification listed in the AWNINGS section of this handbook.
- Color must be compatible with the color scheme of the dwelling.
- Pergola's integrated with a deck or patio shall not exceed 9 feet in height or extend beyond the dimensions of the deck or patio.

PROHIBITED

- Because Quince Orchard Park is a high-density community, any structure that would have a significant impact on the adjoining properties is prohibited. This includes, for example, any structure that consumes the majority of a yard or deck and/or negatively interferes with the site lines of other neighboring homes.

APPROVAL REQUIRED

- All outdoor structures.
- Approval will be based upon impact to exterior appearance and/or the adverse visual impact to adjoining neighbors.
- Temporary structures that the homeowner intends to remain up for longer than the seasonal period for which they are designed.

Size requirements (larger sizes may be considered with justification)

- Trellises - shall not exceed 9 feet in height.
- Arbors - shall not exceed 9 feet height, 6 feet length, and 3 feet width.
- Gazebos and Pergolas - integrated with a deck or patio shall not exceed 9 feet in height and the dimensions of the deck or patio.

NO APPROVAL REQUIRED

For portable and/or temporary exterior patio or deck umbrellas that:

- Are a single color (no commercial advertising, logos, monograms, or patterns allowed).
- Only remain installed for the length of the warm season.

MAINTENANCE

The following kinds of maintenance problems may be cited for violation. This list is not all inclusive.

- In need of paint
- Poor repair, e.g. chipped/peeling paint, weather beaten
- Broken or missing pieces
- Rotting wood

Application Requirements - ARBORS, GAZEBOS, SUNSCREEN STRUCTURES, PERGOLAS & TRELLISES

- Submit completed Architectural Change Request (ACR), available from the Quince Orchard Park website and The Management Group Associates, Inc.
- Copy of plat showing location of proposed arbor, gazebo, pergola or trellis on site with dimensions.
- Scaled drawing showing plan elevations, and dimensions including length, width, and height (they do not need to be professionally done).
- Details regarding dimensions, materials to be used, structure details and any add on decorative trims must be included.
- Any other information that would help the ACC make a decision (photographs could be helpful).

3. ATTIC VENTILATORS & TURBINES

APPROVAL REQUIRED

- To replace a vent in a different location, or of a different size, color or design than the original
- To remove a vent

NO APPROVAL REQUIRED

- To replace a vent in the same location and of the same size, color and design as the original

MAINTENANCE

The following kinds of maintenance problems may be cited for violation. This list is not all inclusive.

- Rusted and/or in need of paint

Application Requirements – ATTIC VENTILATORS & TURBINES

- Submit completed Architectural Change Request (ACR), available from the Quince Orchard Park website and The Management Group Associates, Inc.
- Submit copy of plat if adding or changing the location of an existing attic vent or turbine, with application showing the approximate location of the new equipment on the home.
- Plan views with dimensions showing the structure on the home.
- Any other information that would help the ACC make a decision (photographs could be helpful).

4. AWNINGS

GENERAL

Awnings must be of retractable design and limited to the rear of a home only. Color of the fabric/material must match the color of the house siding or trim. The size of an awning must not exceed that required to cover the deck or formal patio area (larger sizes will be considered as noted below).

Improper installation, lack of ongoing maintenance or improper use of the awning will result in enforcement action and could result in the Board of Directors requiring the removal of the awning.

PROHIBITED

Any large structure that:

- Has a significant impact on any adjoining property
- Consumes a majority of the yard
- Is consistently left open when not in use

APPROVAL REQUIRED

- All awnings require ACC approval. Since awnings may affect neighboring sightlines, the overall size must be proportionate to the home as determined by the ACC.

MAINTENANCE

The following kinds of maintenance problems may be cited for violation. This list is not all inclusive.

- Ripped fabric
- Broken framework

Application Requirements – AWNINGS

- Submit completed Architectural Change Request, available from the Quince Orchard Park website and The Management Group Associates, Inc.
- Scaled drawing showing plan elevations, and dimensions including length, width and height (they do not need to be professionally done).
- Any other information that would help the ACC make a decision (photographs could be helpful).

5. BASKETBALL APPARATUS

Portable basketball apparatuses are allowed, with restrictions as described below. Due to the close proximity of the homes in QOP, be considerate of your neighbors. The playing space must adequately accommodate the dimensions of your basketball apparatus and the movement of individuals using it without infringing on any neighbor's property or the adjacent sidewalks or streets.

You will be responsible for any damage caused to neighboring properties from use of the basketball equipment. Consider using a basketball yard guard or return net and/or a ball return attachment to prevent infringing on neighboring properties. You must abide by local noise ordinances.

PROHIBITED

- More than one portable basketball apparatus on a single property
- Installation of permanent (i.e., non-portable) basketball pole, base, backboard or net
- Parking across the sidewalk. The City of Gaithersburg does not allow vehicles to be parked blocking the sidewalk or park within 5 feet of someone else's driveway.
- Use of cinder blocks, sandbags, bags of mulch, or rocks to anchor the base of the apparatus.
- Metal basketball nets.
- Placement of the equipment in such a way as to infringe upon the street, sidewalk or adjacent properties, whether or not in use.
- Yard guard or return nets that extend more than five feet (5') from any side of the net post.

NO APPROVAL NECESSARY

Portable basketball apparatuses are permitted when all the following criteria are satisfied:

- The base must be weighted securely according to the manufacturer's recommendations so that the apparatus will not tip over or fall down. Items such as mulch bags, cinder blocks, pavers, etc. may not be placed on the base to weigh it down; and
- The apparatus must be situated completely on the owner's private property at all times; and
- The apparatus must not hang over a street or sidewalk where vehicles or people could be harmed.

APPROVAL REQUIRED

- Driveway extensions or other modifications to accommodate the basketball hoop or playing area

MAINTENANCE

- Grass and other landscaping around the base must be well maintained
- The apparatus must be maintained and not broken, rusted or otherwise in disrepair. Nets must be fully attached (not dangling from the hoop) and not torn. Return nets must be free of tears and properly attached. If possible, they should be folded up when not in use.

6. CARPETING

PROHIBITED

- Indoor/outdoor carpeting or matting on any exterior surfaces other than door mats.

7. CHIMNEYS & METAL FLUES

GENERAL

Chimneys and flues must be brick and match the house brick (if any) except short side-exiting exhaust flues used for gas fireplaces. Short side-exiting exhaust flues must not extend past the roofline. Flues that conform to Guidelines requirements will be permitted on the upper two-thirds of rear roofs.

PROHIBITED

- Exposed metal flues (chimney stacks) on the exterior walls of any homes
- Exterior vents of a color not matching the color of the house siding or trim
- Of a style or size not appropriate for the house

APPROVAL REQUIRED

- All new chimneys and flues require ACC approval

MAINTENANCE

The following kinds of maintenance problems may be cited for violation. This list is not all inclusive.

- Chimneys and flues rusted, chipped or peeling or discolored

Application Requirements – CHIMNEYS & METAL FLUES

- Submit completed Architectural Change Request (ACR), available from the Quince Orchard Park website and The Management Group Associates, Inc.
- Plan views with dimensions showing the structure on the home.
- Any other information that would help the ACC make a decision (photographs could be helpful).

8. CLOTHESLINES

GENERAL

Clotheslines are devices which allow for the outdoor drying of clothing. Clotheslines are permitted in rear yards only. They may be free standing foldable clothing dryers or umbrella style foldable dryers. Hooks and ropes attached to the support beams under an elevated deck are also acceptable; however, the actual rope must be removed when not in use. Hooks may also be attached to deck railing inside the deck; however, the ropes must be below the level of the deck railing and the ropes must be removed when not in use.

PROHIBITED

- Clotheslines that use permanent posts
- Clothes left on the line for an extended period of time
- Clotheslines running from windows or doors
- Clotheslines in front or side yards
- Clotheslines that are visible from the street, except on corner lots
- Ropes that are attached to a hook located on the outside of the deck

NO APPROVAL REQUIRED

- Clothesline that satisfy the Design Standards and Guidelines specified above

9. DECKS

DEFINITION OF DECK

Outdoor structures made mostly of wood or synthetic material. Decks are attached to a house and serve as an extension of the house, connecting with its interior via a door. Decks can be located on the home's ground level, main level, or upper level. Decks may be anchored into the ground, stand on posts, or rest on other supporting structures. The floor of any deck is not fully in contact with the ground. Decks do not rest on a buried foundation except for the footings of the deck.

GENERAL – APPLICABLE TO ALL DECKS

Elevated and ground level decks are an extension of the house, which impact its exterior appearance and may affect the privacy of adjoining homes. Privacy of adjacent homes, aesthetics, and positive/negative visibility and other features will be considerations in evaluating the location, including but not limited to the distance from property lines, the common areas and easement areas. Decks should be compatible with the home to which it is attached and with the adjacent areas. Approval will be denied if the ACC or Board of Directors believes the adjoining properties are adversely affected by changes in drainage. The use of a porous surface or the installations of mulch beds adjacent to deck are ways to offset drainage concerns.

ALL NECESSARY PERMITS, INSPECTIONS, ETC. MUST BE OBTAINED FROM THE CITY OF GAITHERSBURG BY THE HOMEOWNER

PROHIBITED

- Side and front yard decks.
- To paint or stain a deck floor any color that does not resemble a natural wood color, i.e., medium to dark brown or medium to dark gray.
- Using under deck area as a storage area unless lattice/vertical screening is installed to block the view.
- Privacy screens or walls appended to an upper-level deck.
- White stone under decks.

APPROVAL REQUIRED

- ALL decks must obtain approval from the ACC submitted by homeowners. ALL deck construction including additions and/or modifications for existing decks. Deck construction includes modifications made underneath decks (e.g. the installation of screening).

Location

- Decks must be in the rear yard only.
- All components of the deck, including but not limited to stairs, pergolas and railings must completely fit within the lot boundaries, and within the footprint specified below. This requirement applies to all decks, including upper-level decks.
- When installing a deck, particularly a ground level deck, be aware that utility and maintenance easements may exist. Easement areas must always remain accessible. The ACC may deny an application for a deck which otherwise would comply with these guidelines should the proposed deck inhibit access to the easement areas.

Structural Features

- Railings must be uniform in style and have an open/view through design. Other designs will be considered on an individual basis.
- Deck railings must be picket design – sunburst and other designs will be considered.
- All posts must have post caps, finials, or other cap edge design to break the horizontal plane of the railing.
- Stairs are permitted, if they fit completely within the deck footprint as specified below.
- Partial screening on the deck will be considered on a case-by-case basis.

Materials and Colors

- Except for the deck floor and support posts, all surfaces must be painted or stained white or a color that as closely matches the house trim.
- Vertical deck support posts must be constructed of high-quality pressure-treated wood or cedar.
- Railing material for decks may be white wood, molded vinyl or plastic.

- Composite materials (such as “Trex”) used for deck surfaces must be made to simulate natural wood, and should be medium to dark brown, or dark gray.
- Deck floor color must be compatible with the home’s exterior.
- Deck floors made of wood can be left to age naturally or can be stained a natural wood color that is medium to dark brown or dark gray.
- Natural landscaping material (e.g. ground cover, mulch, pavers, bricks or stone) may be used under decks or at the base of the deck steps.

SINGLE FAMILY HOMES

In addition to the General Requirements mentioned above, the following specifications apply to decks constructed on single family homes:

- Upper and lower/ground level decks may extend to the rear and side boundary line of the property on all sides that do not abut another property or structure owned by another homeowner.
- A two-foot (2’) setback from the boundary line must be maintained on any side that abuts another property or structure owned by another homeowner.

TOWNHOUSES

In addition to the General Requirements mentioned above, the following specifications apply to decks constructed on townhouses:

- Upper and lower ground level decks may extend to the rear and side boundary line of the property on all sides that do not abut another property or structure owned by another homeowner.
- Interior townhouses must maintain a one-foot (1’) setback from the boundary line and must be maintained on any side that abuts another property or structure owned by another homeowner.
- End unit townhouses must maintain a one-foot (1’) setback from the boundary line of the property on either side of the home.

DUPLEXES

In addition to the General Requirements mentioned above, the following specifications apply to decks constructed on duplex homes:

- Upper and lower/ground level decks may extend to the rear and side boundary line of the property on all sides that do not abut another property or structure owned by another homeowner.
- A one-foot (1’) setback from the boundary line must be maintained on any side that abuts another property or structure owned by another homeowner.
- Side walls are allowed to be attached to the deck and be the same length as the deck.

MAINTENANCE

The following kinds of maintenance problems may be cited for violation. This list is not all inclusive.

- Unsafe/not structurally sound, e.g., rotting wood, unstable support posts
- Poor repair e.g. chipped/peeling paint, weather beaten, displaying mold/mildew
- Broken or missing pieces of deck surface or railing
- Missing/aged/inadequate ground cover or natural landscaping material under deck

Application Requirements - DECK

- Submit completed Architectural Change Request (ACR), available from the Quince Orchard Park website or The Management Group Associates, Inc.
- Copy of plat showing location of proposed deck or porch on site with dimensions.
- Scaled drawing showing plan (overhead view), elevations, and dimensions including length, width, and height.
- Deck sketch(es) showing footing details, stair details, materials, color/finish.
- Detail sketch(es) of railings design(s) and built-in benches, if any.
- Description of any screening and landscaping material.
- Homeowner is responsible for any City, State and /or Federal permits required.
- Provide additional information that would help the ACC make a decision.

10. DOG HOUSES AND DOG RUNS

PROHIBITED

- Doghouses, kennels and dog runs
- Wire fences to enclose dogs

11. DOORS & SURROUNDING TRIM

A. Entry Doors

GENERAL

The door must be an approved style and color. Door styles must remain as per the original approved builder design. If the color of the door is not currently an approved color, you must submit an ACC application prior to painting it.

PROHIBITED

- Doors with decorative treatments, such as grills.
- Temporary screens or screen doors that are not hinged, sliding or retractable.

APPROVAL REQUIRED

- To change the color, style or size of the home's entry door or the adjacent trim from the original. Must be an approved color. See Appendix IX for approved colors.
- Colors, style, and size will be reviewed for compatibility with the home's façade.
- To add glass sidelights to one or both sides of the front door

NO APPROVAL REQUIRED

- To replace doors or trim with the same style, size, material and color as the original door and trim.

B. DOOR TRIM

GENERAL

The trim around the front door must be an approved color. If the color of the door trim is not currently an approved color, you must submit an ACC application prior to painting it.

APPROVAL REQUIRED

- To change the color from the original color. Must be an approved color. See Appendix IX for approved colors.
- Colors will be reviewed for compatibility with the homes' façade and the surrounding homes.

NO APPROVAL REQUIRED

- Repainting trim the same color.

C. GARAGE DOORS

GENERAL

Garage doors must be an approved style as shown in Appendix VII. If a garage door style has been discontinued by the manufacturer, you must submit an ACR to the ACC for a new style. The objective is to maintain a harmonious and consistent appearance with surrounding homes.

Garage doors should match the trim color on the home.

PROHIBITED

- Two-car garages with a single door may not be replaced with two separate garage doors.
- Covering garage door windows with foil or paper. Exception: opaque film that is properly installed and maintained will be considered.

APPROVAL REQUIRED

- To install a garage door that has different dimensions, style, material or color than the original door. See Appendix VII for approved garage door and window styles.

Townhouses/Duplexes

- If all the garage doors on your street are the same style, you must replace with the same door style.

- If the garage doors on your street include more than one style, you may replace with one of the approved door styles.

NO APPROVAL REQUIRED

- To replace-with doors of the same dimensions, style, material or color as the original door.

D. STORM AND SCREEN DOORS

GENERAL

Only full view storm doors, defined as doors where the glass covers at least 80% of the door surface, are permitted. See Appendix IV for approved storm door styles.

PROHIBITED

- Storm doors with decorative treatment such as grills.
- Storm doors-that are bare wood or bare metal.
- Wood storm doors that are stained rather than painted.
- Storm doors that do not match the color of the entry door color or the entry door trim color.

APPROVAL REQUIRED

- To replace an existing storm door with a different style, material or color.

NO APPROVAL REQUIRED

- To add or replace a storm door with an approved style illustrated in Appendix IV.
- To paint a storm door to match the color of the entry door color or the entry door trim color.

E. PATIO DOORS

GENERAL

Patio doors are doors that face the rear of the home and opens to a deck or patio, or to steps that lead down to a deck or patio. Patio doors with two panels come in two basic styles: hinged and sliding. Both styles have one panel that is stationary, and a second panel that opens and closes. A patio door may also be a single hinged door or double hinged French doors.

A patio door may have a stationary transom window immediately above the door, or stationary glass panels on one or both sides of the door. Patio doors and transoms must be an approved dimension, style, material and color. See Appendix X for approved styles of patio doors, transoms and glass panels.

PROHIBITED

- Patio door color that is not an approved color and does not match the home's existing siding or trim color.
- Temporary screens or screen doors that are not hinged, sliding or retractable.

APPROVAL REQUIRED

- Patio door with different dimensions than the original patio door.
- Patio door with different style, materials and color than the original door.
- To add a transom above a patio door.
- To change the style from clear glass to any other style.
- To add a glass panel on one or both sides of the patio door.
- To change mullions/grilles from original door style.

NO APPROVAL REQUIRED

- To replace a patio door with the same dimensions, style, material and color as the original patio door. See Appendix X for approved patio door styles.

MAINTENANCE FOR ALL DOORS & TRIM (ENTRY, GARAGE, STORM/SCREEN, AND PATIO)

The following kinds of maintenance problems may be cited for violation. This list is not all inclusive.

- Broken or missing panes of glass
- Torn screens
- Deteriorated window frames
- Missing mullions
- Loose or not firmly attached doors
- Hardware: original replaced with non-conforming style
- Door left unpainted, or paint that is: Chipped, peeling or faded
- Worn away so that the surface wood/metal is exposed.
- Rotted with visible-holes
- Displaying mold or mildew
- Deteriorated caulking around windows, doors and baseboards
- Missing panels
- Dented or bent out of shape

Application Requirements – All Doors & Trim (Entry, Garage, Storm/Screen, and Patio)

- Submit completed Architectural Change Request (ACR), available from the Quince Orchard Park website or The Management Group Associates, Inc.
- Brochure or catalog photo and description.
- Indicate the color/finish.
- Provide additional information that would help the ACC make a decision.

12. DRIVEWAYS/CONCRETE STAIRS / PATHWAYS / WALKWAYS / STOOPS / FOUNDATIONS

A. DRIVEWAYS

GENERAL

Driveways must be very dark colored in appearance. Upgrades to a driveway may include removal of the original material and replacement with locking brick pavers (i.e., set in concrete mortar), colored black, very dark brownish red or very dark brown or other dark earth tone color. Top surface must be level to the ground and not wider than the house.

Divided section between driveways should be finished with pavers or use large rocks and plant material.

PROHIBITED

- Lettering and drawings etched in the driveway.
- Use of stone without plant material in section between driveways.

APPROVAL REQUIRED

- To make any change to an existing driveway such as color, design, dimensions, or material.
- To edge, widening or re-route an existing driveway.

NO APPROVAL REQUIRED

- Driveways replaced with one of the same dimensions, color, design and material.
- Sealing a driveway with material compatible with your driveway type. Black for asphalt or clear for other surfaces to maintain a very dark approved color.

MAINTENANCE

The following kinds of maintenance problems may be cited for violation. This list is not all inclusive.

- In need of sealing or cleaning
- Faded appearance
- Significant cracking of asphalt, concrete, pavers or driveway apron
- Potholes or significant depressions
- Significant staining, such as from oil or spilled liquids

Application Requirements – DRIVEWAYS

- Submit completed Architectural Change Request (ACR), available from the Quince Orchard Park website or The Management Group Associates, Inc.
- Submit drawings with application (they do not need to be professionally done).
- Homeowners must contact Miss Utility before starting any work.
- Installation must be performed by a professional and comply with all applicable codes.
- Provide additional information that would help the ACC make a decision.

B. STAIRS / PATHWAYS / WALKWAYS / STOOPS / FOUNDATIONS

GENERAL

A stoop is a small horizontal platform at the end of a staircase that leads to the entrance of a building.

Stairs are on the exterior of the home, with some homes having concrete stairs, and some having wood stairs.

A walkway is the concrete or brick path that extends from the sidewalk or driveway and connects to the stoop or stairs. All these areas should have a harmonious and consistent appearance with surrounding homes. The design, location and dimension of stairs, stoops and walkways should conform to the design and scale of the house and neighboring dwellings. Materials for stairs, stoops and walkways should match or be complementary to what they adjoin.

PAINTING STAIRS, PATHWAYS, WALKWAYS, STOOPS and FOUNDATIONS

To maintain exterior concrete areas of a home that are not within a fenced area, it is recommended that homeowners employ power-washing or other concrete cleaning methods before deciding whether to paint the surface.

Concrete Stairs - Painting or Skim Coating

- Stairs can only be painted with the pre-approved color. The only pre-approved color is Valspar's *Concrete Gray*. This color can be found in the Valspar "Color Transformation From Ground Up-Protective Coatings for Wood and Concrete Floors" pamphlet under Porch, Floor & Patio Paint. Other brands of concrete paint might be able to match the color using the color chip from the pamphlet. This color paint does not have a formula. Do not try to match the color only by using the color's name because the result may not be acceptable. It is recommended that the paint include components that ensure a skid-resistant surface.
- Skim coating is another method to maintain stairs. Check the Contractor Recommendations on QOP website under ACC Information for information on a contractor who resurfaced stairs in QOP.

Wood Stairs

- Wood stairs and risers should be maintained with the original color.

Foundations

- Home foundation color should match the current siding or the original foundation color.

Pathways/Walkways

- Mortar color must match as closely as possible to the brick and mortar of the house or the color of the pavers.
- Mortar between pavers should be minimal in width.
- There may be other products that can be used to enhance the appearance of concrete, The use of any other product will be reviewed on a case-by-case basis.

PROHIBITED

- To change the color, material, dimensions or placement of stairs, pathways, walkways, stoops and foundations before submitting and getting approval of your ACR.
- Lettering and drawings etched in the driveway.
- Staining or covering with any material (including carpeting or tile) or over-coating with faux painting or finishes.
- Painting with an unapproved color.
- Poor craftsmanship, such as misalignment of pavers or inconsistent application of mortar or paint.
- Placing rocks or gravel between pavers.

APPROVAL REQUIRED

- To make any change to existing stairs, pathways, stoops or foundations such as color, design or material.

MAINTENANCE

The following kinds of maintenance issues may be cited for violation. The list is not all inclusive.

- In need of sealing or cleaning
- Faded appearance
- Surfaces that are in disrepair (deteriorating/cracked/crumbling) or displaying mold or mildew
- Significant cracking of asphalt, concrete, pavers or driveway apron
- Potholes or significant depression
- Significant staining, such as from oil or spilled liquid
- Metal railings on stairs that are rusted or have flaking paint
- Concrete or painted concrete that is stained with residue from nearby metal railings

Application Requirements – STAIRS / PATHWAYS / WALKWAYS / STOOPS / FOUNDATIONS

- Submit completed Architectural Change Request (ACR), available from the Quince Orchard Park website or The Management Group Associates, Inc.
- Copy of plat showing location of proposed addition or change.
- Scaled drawing showing plan dimensions and materials.
- Provide additional information that would help the ACC make a decision.

13. ELECTRIC VEHICLE (EV) CHARGERS AND CHARGING STATIONS

Only chargers that have been tested and certified by a nationally recognized testing laboratory may be used. Consider installing a wall-mounted charging station inside your garage that provides a safe place to hang the charging cable and connector when not plugged in.

All EV chargers and stations must be installed by a properly certified electrician and all necessary permits must be obtained prior to installation.

NO APPROVAL REQUIRED

To place a charging station inside the garage.

APPROVAL REQUIRED

To place a charging station outside the garage or visible from the street.

- The charging station, including all cables, conduits and accessories, must be fully screened from view from the street or neighboring homes except when in use.
- QOP may require that the equipment be permanently removed if it becomes obsolete, is not consistently maintained or if the homeowner moves or no longer requires it.

MAINTENANCE

The following types of maintenance issues may be cited for violation. The list is not all inclusive:

- Must be kept in functional condition; not broken, rusted or in disrepair
- Cords must be kept wrapped on the charging station when not in use

14. EXTERIORS – BRICK, SIDING & FOUNDATIONS

GENERAL

If siding needs to be replaced, contiguous homes are required to replace with the same style and color.

HOME FOUNDATIONS

Foundations should match the current siding color as close as possible. Because siding color changes as it weathers, the original paint color may not match the current siding.

PROHIBITED

- Painting of brick or siding.

APPROVAL REQUIRED

- To change any color, style or material of brick or siding.

MAINTENANCE

The following kinds of maintenance issues may be cited for violation. This list is not all inclusive.

- In disrepair (deteriorating/cracked/crumbling) on brick or siding
- Displaying mold or mildew on brick or siding
- Damaged or loose brick or siding

15. EXTERIOR DECORATIVE OBJECTS (EDO)

GENERAL

Exterior decorative objects (EDOs) are items that are placed outside of the house and intended to improve the appearance of the property. They are generally small enough that one person can lift them. They may include items such as artificial animal displays or decorative stones.

They do not include objects that are part of the general landscaping of the property, such as stones placed as part of a retaining wall. Planters, window boxes and porch furniture are not considered EDOs.

Any object that, in the sole judgment of the Board of Directors or their agents, does not meet the Design Standards and Guidelines will be subject to enforcement procedures and may result in Quince Orchard Park removing the object at the homeowners' expense.

PROHIBITED

- More than three (3) EDO's,
- EDOs that are more than two feet (2') in height
- Artificial flowers in the yard or flowerbeds in the front, side or street facing back yard of any home
- Hanging items on the lawn. Freestanding items such as EDOs hanging from hooks will be considered signage. Please see the section under SIGNAGE for further guidelines and standards
- Large EDOs such as birdbaths, bird feeders and windmills in front yard or visible from the front of the home
- Any profanity, racial, offensive or commercial markings at any time or on any part of the property

APPROVAL REQUIRED

- Any object that does not meet these Design Standards and Guidelines.

NO APPROVAL REQUIRED

- Items constructed of natural products (stone, clay, etc.) that meet the Design Standards and Guidelines.
- Placement provided it meets the Design Standards and Guidelines.
- Seasonal or special event items (for example, plastic deer at Christmas, cardboard storks to announce the birth of a baby, election campaign poster). Can be displayed without prior approval for fifteen (15) days before and fifteen (15) days after the event.

MAINTENANCE

The following kinds of maintenance problems may be cited for violation. This list is not all inclusive.

- Not having a neat and clean appearance for the duration of the time that the item(s) they are placed outside of the home
- Cracked, torn or otherwise defaced items must be immediately removed

Application Requirements – EXTERIOR DECORATIVE OBJECTS

- Submit completed Architectural Change Request (ACR), available from the Quince Orchard Park website and The Management Group Associates, Inc.
- Any other information that would help the ACC make a decision (photographs could be helpful).

16. EXTERIOR LIGHTING / SECURITY LIGHTS and CAMERAS

GENERAL

All exterior lamps (bulbs) must be clear, white bulbs, energy saving fluorescent bulbs or LED bulbs. Exception will be allowed for colored lights that represent a specific cause.

Homes in QOP are close, so we encourage you to review the impact any light or camera will have on your neighbors. Size of fixture, number of lights, brightness, degree of view will all be considered for approval by the ACC.

A. EXTERIOR HOUSE FIXTURES

PROHIBITED

- Any fixture style other than Carriage style with clear glass. See Appendix VIII for examples of carriage style fixtures.
- Colored bulbs (Exceptions: Bug lamps used only in rear or side locations. Colored lights that represent a specific cause).
- Any fixture that results in neighboring properties being unreasonably impacted.

APPROVAL REQUIRED

- Replacement of a fixture with one that is a different style, size, material, color or location of original fixture (i.e., finishes other than brass, nickel or black).
- Removal of fixtures without replacement.
- Installing additional fixtures.
- Replacing house or garage lights with a larger size fixture.
- Replacement or adding an electric or solar lamp post - The post must be black, and the fixture must be a Carriage style lamp with clear glass.

NO APPROVAL REQUIRED

- Replacement of a fixture with the same style, approximate size, material, color and location.
- Placement of bug lamps only in rear or side of home.
- Large bulb patio string lighting is allowed in limited areas. See Prohibited section. (See Appendix VIII for approved bulb styles)

B. EXTERIOR LIGHTING ON HOUSES and DECKS

PROHIBITED

- Lighting that causes adverse visual impact to neighbors due to location and/or wattage.
- Exterior lighting directed outside of your property.
- Holiday lights that are installed more than thirty (30) days before the holiday or not removed within thirty (30) days after the holiday.
- Neon lights or signs, whether placed outside the home, or placed in a window where the light or sign faces the street or adjacent homes.
- Floodlights on the front or side of the house.
- Floodlights on any street facing side of a house, including garages.
- Attaching large bulb patio string lighting anywhere except inside deck railings, on underside of high decks when using the space for seating, on divided deck walls and on the interior side of fences.
- Except for holiday string lights that must be removed within thirty (30) days following the holiday, the following lights are not permitted: (See Appendix VIII for approved bulb styles)
 - Lights that twinkle.
 - Holiday style lights on any part of a house.
 - Patio string light bulbs that are not clear or white.
 - String lighting left turned on overnight.

APPROVAL REQUIRED

- Exterior lights, security cameras, motion activated lights will be evaluated for suitability to surrounding location.
- Except for holiday string lights that must be removed within thirty (30) days following the holiday, the following lights are not permitted:
 - Lights that twinkle.
 - Holiday style lights on any part of a house.
 - Patio string light bulbs that are not clear or white.
 - String lighting left turned on overnight.

No Approval Required

- Approved styles of large bulb string lights inside deck railings or underside of high decks when using the space for seating. (See Appendix VIII for approved bulb styles)

C. SECURITY LIGHTS AND CAMERAS

- See Section 33 – SECURITY CAMERAS, SECURITY LIGHTS and SECURITY BARS for additional requirements.

MAINTENANCE

The following kinds of maintenance problems may be cited for violation. This list is not all inclusive.

- Broken, rusted, dented, bent out of shape
- Not maintained in working order
- Broken glass
- Loose fitting light fixtures
- Missing fixtures

Application Requirements – EXTERIOR LIGHTING

- Submit completed Architectural Change Request (ACR), available from the Quince Orchard Park website or The Management Group Associates, Inc.
- Photographs or brochure showing design, material, color, finish and measurements.
- Description to include scope (range), number of proposed lights/bulbs.
- Provide additional information that would help the ACC make a decision.

17. FENCES

GENERAL

Fences must adhere to all County and City codes and permit requirements. Highly visible locations (such as front yards or corner lots) require additional review for style and compatibility if asking to make any change from neighboring fence style. Fences should have minimal impact on adjoining properties. Fences should be maintained annually. See Appendices II and III to view fence styles.

REQUIRED

- Fence posts must be constructed of pressure treated wood (cedar wood is recommended).
- Fences can be left to age naturally or may be treated with a clear preservative or a wood tone stain.
- Natural timbers should be periodically cleaned and preserved using a clear product.
- Gates that open to common area may swing in or out. Gates that open to other homeowner's property must swing in.
- Cap boards are required if the adjacent fences have them and must match the style of the adjacent cap boards.
- Fences that exceed three feet (3') in height must be board on board.

PROHIBITED

- Chain link, barbed wire or chicken wire fencing.
- Garden fencing in the front of the home or on any side of the home that is street facing.
- Fences in front yards, except in those locations where the builder installed the fence.
- Fences erected outside of the home's property lines.
- Fences that exceed six feet (6') in height.
- Fence styles other than those illustrated in Appendix II and Appendix III.

APPROVAL REQUIRED

- All new or replacement fences and gates must be submitted to the ACC for approval prior to construction.
- When attaching to a neighbor's fence, the neighbor's written permission and a signature on the ACC Architectural Change Request is required.
- Fences that may extend forward of the rear plane of the home. Applications will be reviewed on a case-by-case basis.
- Fencing material other than pressure treated wood or cedar. *Alternative fencing, material that resembles real wood, will be considered on a case-by-case basis.*

NO APPROVAL REQUIRED

- For the purpose of deterring rabbits, garden fencing made of covered galvanized steel wire, placed around the perimeter of a garden that abuts a house and is not street facing. Fencing must be no more than two feet (2') high.

TOWNHOUSES /DUPLEXES/MEWS HOMES

- Rear yards that are not street facing may be enclosed with no more than six-foot (6') high board-on-board fence.
- Fences must be same style as any existing fences of other adjacent homes.
- Material used for the vertical boards must be clearly stated in the ACR.
- Vertical fence posts should have a decorative top if all other adjacent fences posts have a decorative top.
- In the case of end units that fall outside of the restrictions noted above, fences should not extend forward of the rear plane of the home but may be extended to the side yard boundary. See Approval Required.

SINGLE-FAMILY HOUSES

- Lot line fences should not extend forward of the rear plane of the home. See Approval Required.
- Rear yard fences must be a six-foot high board-on-board. Fence detail is illustrated in Appendix III.
- Front yards may not be fenced, except in those locations where builder installed fences.

- Yards visible from the street may be enclosed using 3-foot (3') white picket fence constructed of pressure treated wood or composite material, if adjacent homes have the same style.

MAINTENANCE

The following kinds of maintenance problems may be cited for violation. This list is not all inclusive.

- In need of paint (if white), clear weather protectant or wood tone stain
- Broken and falling down
- Missing sections
- A replaced section of fence that does not match the remaining fence
- Replaced but not treated
- Posts missing or rotted
- Wood has splintered
- Door damaged or inoperable
- Door not properly attached to fence
- Door latch broken or missing

Application Requirements - FENCES

- Submit completed Architectural Change Request (ACR), available from the Quince Orchard Park website or The Management Group Associates, Inc.
- Copy of plat showing location of fence on site.
- Sketch, photograph, or brochure showing design (including gate(s), if any).
- Description or brochure showing materials, color and finish.
- Provide additional information that would help the ACC make a decision.

18. FIREWOOD

GENERAL

Firewood stored on a lot shall be kept neatly stacked and shall be located to the rear of the residence and in such a manner as to avoid adverse visual impacts for adjoining properties. Screening may be required in certain cases.

PROHIBITED

- Stacked on patios or decks, other than a limited quantity of firewood intended for immediate use
- Placed in any location other than the rear of a property

NO APPROVAL REQUIRED

- Piles that do not exceed four feet in length and four feet in height stacked for both aesthetic and safety considerations.

MAINTENANCE

The following kinds of maintenance problems may be cited for violation. This list is not all inclusive.

- Stacked in a manner that is not neat or that creates aesthetic or safety concerns.

19. FLAGPOLE STAFFS

APPROVAL REQUIRED

- Install more than one flagpole staff on front or street facing.

NO APPROVAL REQUIRED

- Flagpole staff that does not exceed six feet (6') in length and is attached at an incline to the wall or pillar of the house.

PROHIBITED

- Freestanding flagpoles

MAINTENANCE

The following kinds of maintenance problems may be cited for violation. The list is not all inclusive.

- Torn or damaged flags or flagpole staffs

20. GREENHOUSES AND SUNROOMS

GENERAL

Greenhouses and sunrooms will be treated as a major alteration to a dwelling unit and subject to the same level of review as major additions per building codes for The City of Gaithersburg. Only greenhouses and sunrooms that are attached to the dwelling unit are permitted.

APPROVAL REQUIRED

Greenhouses and sunrooms must meet the following additional criteria to be approved:

- The scale and design must be architecturally compatible with the home and surrounding homes.
- There shall be no adverse visual impacts for adjoining properties. The installation of landscape materials to provide a visual screen is encouraged and may be required as a condition of approval.

MAINTENANCE

The following kinds of maintenance problems may be cited for violation. This list is not all inclusive.

- In need of paint
- Poor repair e.g., chipped/peeling paint, weather beaten
- Plastic siding should be maintained, including washing off mildew and dirt.
- Mold or mildew should be removed.
- Trim should be covered with paint with no chipped, peeling or exposed areas.
- Roofs, gutters and downspouts should be checked on a regular basis, and gutters and downspouts should be cleaned of leaves and debris as needed.
- Broken or missing pieces
- Rotted areas should be replaced

Application Requirements - GREENHOUSES AND SUNROOMS

- Submit completed Architectural Change Request (ACR), available from the Quince Orchard Park website and The Management Group Associates, Inc.
- Copy of plat showing location of proposed building on site with dimensions.
- Scaled drawing showing plan (overhead view), elevations, and dimensions including length, width and height.
- Building sketch(es) showing details, materials, color/finish.
- Submit drawings with application (they do not need to be professionally done).
- Homeowner is responsible for any City, State and /or Federal permits required.
- Any other information that would help the ACC make a decision (photographs could be helpful).

21. GUTTERS, DOWNSPOUTS, AND DOWNSPOUT EXTENSIONS

GENERAL

All gutters and downspouts must conform in color and design to those originally installed. Gutters and downspouts must not be located in such a manner as to adversely affect drainage onto neighboring properties.

Downspout extensions used for additional drainage purposes should be concealed as best as possible and directed away from adjacent properties. In order to blend into their surroundings, we encourage downspout extensions to be dark green, dark brown or black.

APPROVAL REQUIRED

- Any addition of new gutters or downspouts, or a change in location of an original gutter or downspout
- Replacement of gutters and downspouts with those of a different color, size, design or material
- To remove gutters or downspouts

NO APPROVAL REQUIRED

- Splash blocks - black or green plastic or unpainted concrete
- Replacement of gutters and downspouts with those of the same color, size, design and material

MAINTENANCE

The following kinds of maintenance problems may be cited for violation. This list is not all inclusive.

- Clawing of asphalt shingles and/or extremely bad deterioration
- Rusted
- Not secured to the house - hanging down or missing
- Missing support brackets
- In need of paint
- Leaves and debris visibly hanging out, indicating a blockage

Application Requirements – GUTTERS AND DOWNSPOUTS

- Submit completed Architectural Change Request (ACR), available from the Quince Orchard Park website and The Management Group Associates, Inc.
- Any other information that would help the ACC make a decision (photographs could be helpful).

22. HOUSE NUMBERS

GENERAL

The size and contrasting background of your address numbers are extremely important. When fire, rescue and police units respond to emergency requests, valuable time may be lost if they cannot see house numbers. See Appendix XIII for examples of house numbers.

REQUIRED

Montgomery County Requirements for House Numbers include:

- Numbers must be at least five inches (5") high.
- Numbers must be clearly readable from the street, and therefore surrounding trees and bushes must be kept trimmed or removed.
- Numbers should be placed on a contrasting color background.
- A reflective coating on the numbers will make them visibility at night.
- Number must be conspicuous placed, unobstructed, and clearly readable from the street.
- Numbers must be the official address of the house.

APPROVAL REQUIRED

- Replacing numbers or hardware with a different style, material or color.
- Adding additional or removing house numbers.

NO APPROVAL REQUIRED

- Replacing house numbers or hardware with original style, size, material and color.

23. HOT TUBS/SPAS

GENERAL

Visibility and location will be considered along with the impact on adjacent properties for all approvals.

The incorporation of hot tubs as a design feature of a deck or patio is encouraged. The tub or spa must be screened appropriately.

APPROVAL REQUIRED

- Exterior hot tubs or spas.
- Tubs or spas recessed into decks are preferred over free-standing hot tubs.

REQUIREMENTS

- Must be located on the ground level in the rear yard adjacent to the dwelling unit or, alternatively, on a properly supported weight bearing load deck
- Exterior finish of an elevated hot tub or spa must blend with the exterior finish of the home deck or patio to which attached or most closely related
- Soft muted colors that blend with the natural surroundings
- If freestanding, the tub/spa must be enclosed on all sides with natural or synthetic wood. Fences may be treated with a clear preservative stain
- All hot tubs and spas must have a locking cover that is utilized whenever the hot tub or spa is not in use
- The tub or spa must be screened appropriately
- Trim should be covered with paint with no chipped, peeling or exposed areas.

MAINTENANCE

The following kinds of maintenance problems may be cited for violation. This list is not all inclusive.

- Faded or bleached out tub
- Siding split, cracked or otherwise in poor condition
- Cover not fit properly – soft cover caved in

Application Requirements – HOT TUBS/SPAS

- Submit completed Architectural Change Request (ACR), available from the Quince Orchard Park website and The Management Group Associates, Inc.
- Submit copy of plat with application showing location and style of hot tub/spa.
- Submit photographs or brochure showing design, material, color, finish and measurements.
- Any other information that would help the ACC make a decision (photographs could be helpful).

24. LANDSCAPING and GARDENS

GENERAL

Basic landscapes consist primarily of turf (grass, sod), mulch, and shrubs and trees. This does not restrict a homeowner from upgrading or enhancing their landscape as long as it is within the guidelines and receives approval from the ACC.

- Front yard - the area between the front façade of the home and the front boundary line, including all areas not directly in front of the structure.
- Side yard - the area between the side façade of the home and the side boundary line, from the front corner of the structure to the rear corner.
- Rear yard - the area between the rear façade of the home and the rear boundary line, including all areas not directly behind the structure.

GARDENS

PROHIBITED

- Landscaping that may create drainage issues or other adverse conditions on neighboring properties.
- Installation of hedges and other planted fences.
- Bare ground and/or bare spots exceeding two feet (2') diameter in front yards or yard area viewable from the street.
- Any landscape material or vegetation (above or below ground) that infringes on neighboring property.
- Artificial plants.
- Compost or mulching stations, garden work areas, garden equipment and gardening paraphernalia that are street facing.
- Planting beds that are not defined with a border.
- Plantings or gardens that are not neatly maintained in a seasonal manner.
- Gardening supplies and equipment, including planters, that are stored in view of the street.

NO APPROVAL REQUIRED

- Plantings (e.g., annuals or perennial flowers, shrubs, etc. in existing beds.
- Flowerpots, hanging baskets, etc. located within owner's property that are not a hazard to pedestrian foot traffic on the property.
- Natural landscaping material used to mulch gardens (e.g., ground cover, mulch).

VEGETABLE GARDENS

PROHIBITED

- Vegetable gardens in front or side yard.
- Vegetable gardens that are more than 50% of the rear yard.
- Gardens that are not neatly maintained in a seasonal manner.
- Gardening supplies and equipment, including planters, that are stored in view of the street.

APPROVAL REQUIRED

- Vegetable gardens that are street facing.

NO APPROVAL REQUIRED

- Vegetable gardens in a fenced rear yard that are less than 50% of the rear yard.

GARDEN ARBORS / TRELLIS

- Are open framework used to support climbing plants.
- Materials include wood, composite wood, plastic that resembles wood, metal including wrought iron.

PROHIBITED

- To be higher than six feet (6').
- To be made of solid walls
- To interfere with site lines of other properties.

- In front or side yards.
- Roofs.

GARDEN WALLS

PROHIBITED

- Garden walls over twelve inches (12”).
- Material that are not brick, flagstone, wood or stone.
- Cinderblock walls that do not have a finishing covering such as paint or stucco

GARDEN HOSES

- Garden hose and/or caddy should be affixed to house extending no higher than thirty-six (36”) from ground level. On a deck, garden hose and/or caddy should not extend more thirty-six (36”) from the deck floor, should be behind railing and should not be visible from the street.

EDGING

PROHIBITED

- Planting beds without a defined edge.

NO APPROVAL REQUIRED

- Border materials such as landscaping rocks, mulch, stones should be natural earth tone or color (i.e., dark grey, dark red, brown).
- Edging surrounding planting beds can only be black or green rubber or plastic, or dark metal, and not higher than six inches (6”).

EDGING -TIMBERS / RAILROAD TIES

PROHIBITED

- Landscape timbers that are not natural in color.
- Landscape timbers or railroad ties that define front yards or walkways or used on property lines.
- Timbers or railroad ties in rear and side yards that exceed twelve inches (12”) high.

NO APPROVAL REQUIRED

- Timbers/railroad ties in rear and side yards to line flowerbeds, or to aid in preventing soil erosion not to exceed twelve inches (12”) high.

FENCING

PROHIBITED

- Small decorative fences to define a landscaping bed.
- Chicken wire or chicken wire fences.
- Stakes to support garden deer nets higher than 1 foot (1’) above planting material.

NO APPROVAL REQUIRED

- For the purpose of deterring animals, garden fencing made of covered galvanized steel wire, placed around the perimeter of a garden and is not street facing.
- Garden deer nets, tree trunk protective covers, etc. in green or black color may be placed as needed around and/or on top of plantings.

ROCKS/PAVERS

PROHIBITED

- White rocks.
- Small stones, gravel and pea gravel.

NO APPROVAL REQUIRED

- River rocks (approximately 3-7 inches (3"-7") in diameter and rocks beneath gutter spouts or side yard air conditioning units.
- Landscaping stones of natural earthtone under a deck (i.e. dark grey, dark red, brown).
- Large rocks used as borders.
- Rocks used between driveways where there are plants installed.

TREES

Trees, shrubs, hedges, and other plants must be trimmed so that they do not pose an obstacle to foot or vehicular traffic, obscure the view from adjacent driveways, overhang the property of another, or cause nuisance and/or damage to adjacent properties. Consider type of tree, growth rate, size, root system, lot size, and proximity to homes.

- Consider type of tree, growth rate, size, root system lot size, and proximity to homes.

PROHIBITED

- Dead trees, shrubs and other plants must be removed within a reasonable period of time (normally within 30 days). Stump must be removed.
- Trees and shrubs that are not kept in proportion to the lot size.
- Planting of trees such as Weeping Willows, female Ginkgo Biloba, Silver Maple, Tulip Poplar, American Beech, Elm, Bamboo or any large trees such as these as well as others that have large or aggressively spreading root systems that can damage driveways, walkways, underground pipes and wires.

TREE REMOVAL

- Homeowners may not remove trees on common area.
- For trees on your private property, please contact the City for information on required permits.
- The City Code, Section 21-10, requires a permit for tree removal on private property.
 - It is the sole responsibility of the homeowner to acquire any City permits required.
 - Tree removal means "removal, relocating or topping of the tree." Trees affected by this code are any trees with diameter of more than two inches (2"), as measured at four inches (4") above ground level.
- Volunteer trees (trees you did not plant, that grow on their own) must be removed.

TURF AND WEEDS

PROHIBITED

- Removing turf without replacing it with appropriate landscaping.
- At no time should weeds cover more than fifty percent (50%) of the total grass/bedding area.
- Artificial turf material in front or side yards.
- Grass must not exceed a height of six inches (6"). If grass exceeds 8 inches (8") a letter will be mailed to the homeowner. Further action will be taken if grass exceeds ten inches (10") as noted in the Section V - Property Maintenance Standards in the QOP Guidelines.

APPROVAL REQUIRED

- Artificial turf within a fenced backyard will be considered on a case-by-case basis.

LOW-IMPACT LANDSCAPING

GENERAL

"*Low-impact landscaping*" means landscaping techniques that conserve water, lower maintenance costs and provide pollution prevention. It is about using native, low maintenance material to avoid having to water and cut grass.

PROHIBITED

No dangerously invasive plant species are allowed in low impact landscapes. Examples are bamboo, Japanese stilt grass, Japanese honeysuckle, Japanese barberry. The safest plants to use are always those that are native to this area.

REQUIREMENTS

Low-impact gardens should concentrate on the maintenance aspect of the gardens and avoid having to water and cut grass. They should not look messy, overhang boundary lines or attract snakes or rodents. ACC approval is required for ALL low-impact landscaping designs. They must include detailed descriptions including type of planting material, placement, quantity, as well as a description of other materials to be used, including but not limited to hardscape. Scaled drawings showing the proposed design including length and width of the planting beds must be included.

MATERIALS

See Appendix VI for examples of some low impact materials.

Rocks

- The use of larger stones such as river rock is allowed.
- White rocks, crushed stone and gravel are not allowed.
- Small stones and pea gravel are not allowed.

Hardscape/Pavers

- Hardscapes such as pavers that fit within the limits of the Guidelines are allowed.
- Cinderblock walls without finishing covering such as stucco or paint are prohibited.
- The entire yard may not be covered with pavers.

Groundcover

- Groundcover is any plant that grows over an area of ground and protects the topsoil from erosion and drought.
- Should be noninvasive ground cover that grows no taller than six inches (6") in height at all times.

Shrubs

- Should not be used to as hedges.

SIZE RESTRICTIONS

SINGLE FAMILY HOMES

FRONT YARDS

- At least 50 % of the front yard must be maintained as turf unless alternate landscaping is approved.
- The ACC will consider approving a request of an application for more than 50% of the yard to be landscaped. A detailed ACR must be submitted.

SIZE RESTRICTION CRITERIA

In cases when approval is being requested for landscaping that differs from the specifications outlined herein, the ACC will consider the application based on the following criteria:

- Whether the proposed landscaping impedes access to or overhangs the common area (i.e., walkways, parking areas, drive lanes, grass areas) or other homeowners' property (or will likely impede or overhang when future growth is considered). The need for additional maintenance of the common area or other homeowners' property.
- Whether the landscaping is consistent with the overall design harmony of the neighborhood.
- Whether the proposed plantings are consistent in scale with the area to be landscaped, both at installation and at mature size.
- The seasonal attractiveness of the proposed landscaping.
- Drainage issues or other adverse conditions that impact neighboring properties.

DUPLEX/ TOWNHOMES

FRONT YARDS

Duplex homes and townhomes may landscape 100% of the front yard if approved by the ACC. A detailed ACR must be submitted. Plant material must be part of the landscaping and must maintain year-round visual appeal.

SIZE RESTRICTION CRITERIA

- Whether the proposed landscaping impedes access to or overhangs the common area (i.e., walkways, parking areas, drive lanes, grass areas) or other homeowners' property (or will likely impede or overhang when future growth is considered). The need for additional maintenance of the common area or other homeowners' property.
- Whether the landscaping is consistent with the overall design harmony of the neighborhood.
- Whether the proposed plantings are consistent in scale with the area to be landscaped, both at installation and at mature size.
- The seasonal attractiveness of the proposed landscaping.
- Drainage issues or other adverse conditions that impact neighboring properties.

MAINTENANCE

The following kinds of maintenance problems will be cited for violation. This list is not all inclusive.

- Grass must not exceed a height of six inches (6"). If grass exceeds six inches (6") a letter will be mailed to the homeowner. Further action will be taken if grass exceeds eight inches (8") noted in the Section V - Property Maintenance Standards in the QOP Handbook.
- Plant refuse and planting stakes left at the end of the growing season that are not removed.
- Perennial vines left at the end of the growing season that are not removed.
- Trees, shrubs or other plants that need trimming.
- Trees, shrubs or other plants that make it difficult to read the house number from the street.
- Dead trees, shrubs, stumps and other plants in the yard.
- Fruit and vegetables left to decay on the ground.
- Planting beds not mulched regularly.
- Landscaping that overhangs sidewalks, streets, mews or neighbor's property.
- Weeds.

Application Requirements - LANDSCAPING

- Submit completed Architectural Change Request (ACR), available from the Quince Orchard Park website or the Management Group Associates, Inc.
- Copy of plat showing location of landscaping modifications.
- Scaled landscape drawing with detailed description to include location, size, planting material, quantity, as well as a description of other materials to be used, including but not limited to hardscape.
- Homeowner is responsible for any City, State and/or Federal permits required.
- Provide additional information that would help the ACC make a decision.

25. LAWN FURNITURE

APPROVAL REQUIRED

- Permanent, built-in benches or lawn furniture in the front yard or on the front porch.

NO APPROVAL REQUIRED

- Patio furniture, lawn furniture, picnic furniture and umbrellas on decks, and patios in the rear yard only.

MAINTENANCE

The following kinds of maintenance problems may be cited for violation. This list is not all inclusive.

- Unsafe/not structurally sound e.g., rotting wood.
- Poor repair e.g., chipped/peeling paint, weather beaten, covers displaying mold/mildew.
- Broken or missing pieces.

Application Requirements – LAWN FURNITURE

- Submit completed Architectural Change Request (ACR), available from the Quince Orchard Park website and the Management Group Associates, Inc.
- Submit with application showing location and style permanent benches and lawn furniture.
- Any other information that would help the ACC make a decision (photographs could be helpful).

26. PATIOS

DEFINITION

Outdoor structure adjoining a building, built at ground level. Paved with concrete, bricks, tile, concrete or natural paving stones, set on a concrete base or on a foundation made of sand or crushed stone partly or wholly buried into the ground. The pavers typically are partly buried into the ground themselves, protruding only slightly above-grade. Can include borders or guides made of metal, plastic or pressure-treated wood, which do not rise above the level defined by the upper surfaces of the pavers. Also, can include short walls as part of a patio or around the patio.

GENERAL

Patios must be located in rear yards. Homeowner is responsible for any City, State and/or federal permits required.

PROHIBITED

- Patios located other than rear yard.
- Materials for patio and surrounding walls other than natural-colored or earth-tone brick, slate, flagstone.
- Cinderblock walls without appropriate finish.
- Construction grade gray gravel.
- Wood patios (not to be confused with low decks as described under deck guidelines). These would be considered a low deck and must follow deck guidelines.

APPROVAL REQUIRED

- ALL** patios require approval. Any adverse drainage requirements that might result from the construction of a patio must be considered and remedied. The use of a partially porous patio surface or the installations of mulch beds adjacent to the patio are ways to eliminate drainage concerns.

MAINTENANCE

The following kinds of maintenance problems may be cited for violation. This list is not all inclusive.

- Patios or porches in disrepair, deteriorating / cracked / crumbling, unsafe surfaces

27. PORCHES & ENTRYWAYS

DEFINITION

A covered area attached to an entrance of a home. It must match the architectural design of the home and be painted or sealed to prevent weathering.

GENERAL

The design of major alterations must be compatible in scale, materials and color with the applicant's house and adjacent houses. Structures should have a harmonious and consistent appearance with the connecting home and surrounding the homes.

They should be aligned with the exterior openings of the house, not impair the views or amount of sunlight and natural ventilation of adjacent properties.

REQUIREMENTS

- Construction materials must be stored so that the impact on neighboring properties is minimized. Excess materials must be immediately removed after completion of construction.
- Homeowner must provide information to determine how the completed installation of construction will look and how it relates to its surroundings.
- Homeowner is responsible for any City, State and/or Federal permits.

APPROVAL REQUIRED

- All new structures.
- Replacing a porch or entryway with one that is different in style, dimensions, material or color.

NO APPROVAL REQUIRED

- Replacing a porch or entryway with the same dimensions, color, style and material.

PROHIBITED

- Larger than the existing sidewalk/stoop/porch.
- Roof color and style that do not match existing roof of home.
- Color and texture are not compatible to the home.

MAINTENANCE

The following kinds of maintenance problems may be cited for violation. This list is not all inclusive.

- Poor repair, e.g., chipped/peeling paint, weather beaten.
- Broken or missing pieces.
- Rotting wood.

Application Requirements – PORCHES & ENTRYWAYS

- Submit completed Architectural Change Request (ACR), available from the Quince Orchard Park website or The Management Group Associates, Inc.
- Copy of plat showing location of proposed structure on site with locations and dimensions.
- Scaled drawing showing plan elevations and dimensions including length, width and height (they do not need to be professionally done).
- Homeowner is responsible for any City, State and /or Federal permits required.
- Provide additional information that would help the ACC make a decision.

28. RAIN BARRELS

GENERAL

Rain barrels collect and hold rainwater from rooftops, which can be used for watering lawns and gardens. Water collected in rain barrels is kept from flowing over paved surfaces, picking up pollutants, entering a storm drain and eventually discharging into local waterways.

Rain barrels should be designed to be unobtrusive in location and appearance and must not cause drainage problems to the property or its neighbors. It must be installed at the base of an existing downspout, and it must be level and stabilized. Color must be earth-tone colors; (black, green, clay, terracotta, wood colored). May not have any decorative markings, drawings, stickers, etc.

PROHIBITED

- Rain barrels which do not meet the above criteria are not allowed.

APPROVAL REQUIRED

- All rain barrels require an approved application.

REQUIREMENTS

- Size: maximum 85-gallon capacity, maximum dimensions 36' in height and 24" in diameter.
- Maximum 1 rain barrel per downspout on the side and rear planes of the home.
- Must have overflow drainage outlet that must be directed away from a neighboring home.
- Must have a secure lid and screen for safety and mosquito control and a splash block.
- Must have positive drainage away from foundation of house.
- Must have solid level support base on which it must be installed.
- Must have a water access tap.
- Must be constructed of plastic, wood, stoneware or sandstone.

LOCATION REQUIREMENTS

- All rain barrels must be located within the lot boundaries of the property on the side planes or the rear planes of the home. No rain barrels are allowed to be located on the front plane of the home.
- All rain barrels should be hidden from view from the street as much as possible with greenery (trees, bushes, plantings, etc.). Rain barrels must be located on the ground level adjacent to the home under the downspouts.
- The overflow from the rain barrel shall be directed to the same location as the current downspout. The overflow shall also not be directed towards a neighboring property.
- Rain barrels must maintain a clearance of not less than 1 foot from any and all property lines.

NO APPROVAL NECESSARY

- To replace any and all rain barrels that have been previously approved by the ACC with the exact same size, design, color, material as the original rain barrel.

MAINTENANCE

The following kinds of maintenance issues may be cited for violation. This list is not all inclusive.

- Need of paint. Poor repair – rotting wood, chipped/peeling paint, weather beaten.
- Broken or missing pieces.

Application Requirements - RAIN BARRELS

- Submit completed Architectural Change Request (ACR), available from the Quince Orchard Park website and the Management Group Associates, Inc.
- Submit copy of plat with application showing location and style of barrels
- Any other information that would help the ACC make a decision (photographs could be helpful).
- Photographs or brochure showing design, material, color, finish and measurements.

29. RECREATION AND PLAY EQUIPMENT

GENERAL

Must be placed in rear yard and compatible with the lot size. Toys should be neatly stored out of site from a street at the end of each day.

PROHIBITED

- Semi-permanent play equipment in front yards or street facing yards
 - Semi-permanent play equipment is defined as equipment that is not permanent but is not intended to be removed or relocated on a regular basis.

NO APPROVAL REQUIRED

- Semi-permanent play equipment in the rear yard (if not street facing), which either constitutes a stand-alone structure or one that belongs to an existing structure
 - Examples include sandboxes, playhouses, swing-sets, etc.
- Equipment constructed of wood and left in a natural condition to weather is encouraged
- Metal play equipment painted solid earth tones (i.e., brown, tan, dark green) to blend with the natural environment

MAINTENANCE

The following kinds of maintenance problems may be cited for violation. This list is not all inclusive.

- Not painted a solid earth-tone (i.e., brown, tan, dark green)
- Poorly maintained (rusted) or in need of paint or stain

30. RETAINING WALLS

GENERAL

A retaining wall is a structure that holds back soil or rock from a building structure or landscape area. Retaining walls prevent down slope movement or erosion and provide support for vertical or near-vertical grade changes. Because lateral earth pressure behind the wall is considered significant when a retaining wall exceeds a certain height, most municipalities require a building permit when the retaining wall height exceeds 3 or 4 feet.

Low-level retaining walls used for landscape purposes (also known as “garden accent walls”) that do not sustain significant lateral earth pressure are classified as non-structural walls. Although any retainer wall below 3 feet may be inherently non-structural and not requiring a Gaithersburg city building permit, a conservative height for garden accent walls is approximately 2 feet. See Landscape section for further information.

APPROVAL REQUIRED

- **ALL** retaining walls require an ACR.
- Construction of any garden wall over 10”. Walls must be brick, flagstone, wood or stone.

MAINTENANCE

The following kinds of maintenance problems may be cited for violation. This list is not all inclusive.

- Loose or cracked wood or stones
- Not maintained in the original condition.
- Rotted wood.
- Unsafely constructed walls.

Application Requirement – RETAINING WALLS

- Submit completed Architectural Change Request (ACR), available from the Quince Orchard Park website and the Management Group Associates, Inc.
- Submit copy of plat with application showing location, style and material to be used.
- Any other information that would help the ACC make a decision (photographs could be helpful).

31. ROOFS

GENERAL

All roofs must conform in color and design to those originally installed. All attached roofs must be replaced (matched) with the same roofing material. They must be an architectural style. Garage roofs and other shingled areas must be replaced at the same time as the house roof using the same roofing material.

APPROVAL REQUIRED

All replacement roofs require approval. Approval will be based on the color of surrounding homes and the exterior of the house. See Appendix XI for approved roof colors.

MAINTENANCE

The following kinds of maintenance problems may be cited for violation. This list is not all inclusive.

- Shingles missing or damaged.
- Clawing of asphalt shingles and/or extremely bad deterioration.

Application Requirements – ROOFS

- Submit completed Architectural Change Request (ACR), available from the Quince Orchard Park website and The Management Group Associates, Inc.
- The shingle manufacturer's name, product name and color must be specified in the description on the ACR.
- A color picture showing the material and color requested.
- If requesting an unapproved roof color, a physical sample must be submitted with the ACR.
- Any other information that would help the ACC make a decision (photographs could be helpful).

32. SATELLITE DISHES, ANTENNAS AND FREE-STANDING STRUCTURES

GENERAL

This section refers to DBS dishes (for receiving direct broadcast satellite service), MDS dishes (for receiving multi-point distribution service) or TVBS antennas (television broadcast reception antennas).

PROHIBITED

- DBS or MDS dishes larger than one meter in diameter in the longest dimension.
- Dishes installed anywhere that will cause structural damage.
- No parts of a dish or antennas should be beyond owner's property line.
- Antennas must be placed inside a structure (such as in an attic) if acceptable quality signals can be received.
- All antennas not covered by the FCC Rules.

REQUIREMENTS

- Any dishes or antennas other than DBS dishes (for receiving direct broadcast satellite service), MDS dishes (for receiving multi-point distribution service) or TVBS antennas (television broadcast reception antennas)
- Dishes or antennas (including any supporting structure such as pole, tripod, mast, etc.) that extend more than six feet (6') above the roofline.
- Any dishes or antennas that are not "PROHIBITED" as described above.

MAINTENANCE

The following kinds of maintenance problems may be cited for violation. This list is not all inclusive.

- Antennas must be regularly checked to ensure they are in good and secure conditions.
- Unsafe conditions including (but not limited to) loose, partial or missing components must be corrected immediately.

Application Requirements – SATELLITE DISHES, ANTENNAS AND FREE-STANDING STRUCTURES

- Submit completed Architectural Change Request (ACR), available from the Quince Orchard Park website or The Management Group Associates, Inc.
- Submit a copy of plat showing the proposed location and size of the equipment.
- Installation must be performed by a professional and meet all applicable codes.
- Homeowner is responsible for any City, State and /or Federal permits required.
- Provide additional information that would help the ACC make a decision.

33. SECURITY CAMERAS, SECURITY LIGHTS and SECURITY BARS

GENERAL

Cameras and lights should be as small and inconspicuous as possible and not infringe upon the privacy of neighbors. Cameras and lights should not detract from the residence's appearance or the esthetics of the neighborhood. See Appendix VIII to view examples of security light and camera styles.

Homes in QOP are close, so we encourage you to review the impact any light or camera will have on your neighbors. Location, size of fixtures, number of lights, brightness of lights, degree of view will all be considered by the ACC for approval.

Must comply with all applicable City, State and/or Federal laws.

FRONT OF HOUSE

PROHIBITED

- Any devices other than small motion sensor cameras and small spotlights. See Appendix VIII for examples of approved cameras and spotlights.
- Only fixed view cameras are permitted. Panning or tilting cameras are not permitted.
- Adding security light bulbs into existing house/garage lights fixtures.

NO APPROVAL REQUIRED

- Motion sensor cameras and spotlights that are one piece and don't exceed six inches (6").
- Changing existing fixture with a motion sensor fixture of the style, size, material, color, or location of original fixture.

BACK/ SIDE OF HOUSE AND GARAGE

PROHIBITED

- Devices that are not mounted to the house or garage.
- Cameras that are directed towards neighbor's private property.
- To replace an existing light fixture with a non-Carriage style.
- To replace an existing light fixture with a security device.
- Exposed wires between any part of the of the camera and supporting devices.
- Only fixed view cameras are permitted. Panning or tilting cameras are not permitted.
- Rotating cameras (including those integrated with light bulbs).

APPROVAL REQUIRED

- ALL Security cameras and devices, both Wi-Fi- and wired devices that vary from with the PROHIBITED section above.
- Cameras or supporting devices over six inches (6") in height or width.
- Location, size of fixtures, number of lights, brightness of lights, degree of view will all be considered by the ACC for approval.

SECURITY BARS

PROHIBITED

- Security bars or grates on outside of windows and doors (Charlie bars are not considered to be security bars).

Application Requirements - SECURITY CAMERAS, BARS, DEVICES

- Submit completed Architectural Change Request (ACR), available from the QOP website or the Management Group Associates, Inc.
- Drawings or picture of the house or garage showing location of fixture.
- Brochure, catalog or photo showing design, material, finish and measurements.
- Brand & model number.
- Description to include scope (range), number of proposed cameras.
- Provide additional information that would help the ACC make a decision.

34. SHUTTERS

GENERAL

Shutters style and color must be compatible with and not depart from the existing style and color scheme of the community. All shutters on a house must be the same style and painted the same color. Both sides of duplex houses must have the same shutter style and color. The shutter must be the length of the window, either with or without the surrounding window trim.

PROHIBITED

- Removal of shutters from any townhome, duplex or single-family home if the home was originally constructed with shutters. An exception will be granted for those homes for which approval was granted for the removal of shutters prior to June 9, 2020.
- Replacing original with non-conforming style/size.

APPROVAL REQUIRED

- Approval is required to paint, repaint or replace any shutters, even when not changing the shutter color. See Appendix IX for a list of approved colors. Colors will be reviewed for compatibility with the house facade.
- To add shutters to a home. If approved, shutters must be added to all windows facing the street, with the exception of bay windows.

MAINTENANCE

The following kinds of maintenance problems may be cited for violation. This list is not all inclusive.

- Broken or missing slats.
- Missing shutters.
- Hanging or not securely attached.
- Paint that is chipped, peeling or faded.
- Painted a color that is not on the approved color list.

Application Requirements - SHUTTERS

- Submit completed Architectural Change Request (ACR), available from the Quince Orchard Park website and The Management Group Associates, Inc.
- Color selected – paint company, paint color name, paint color number
- Any other information that would help the ACC make a decision (photographs could be helpful).

35. SIGNS

GENERAL

All signs must comply with City/State and local laws.

PROHIBITED

- All signs that do not meet the criteria listed below are prohibited including, but not limited to, commercial and home office advertisements.
- Neon signs or neon lights inside or outside a house, when visible from outside the house.

NO APPROVAL REQUIRED

- Real Estate Signs - Only one real estate sign, not to exceed four (4) square feet in area, advertising a property for sale or rent may be displayed on a lot. Signs may only be placed in the front yard of available properties. Such signs must be removed within one week (1) following the sale or rental of a home.
- Security Signs - Two security signs, each not exceeding a total of sixty-four (64) square inches may be posted on the property. Only one such sign may be posted forward of the front plane of the home. The approved location shall be near the front door. A second sign may be posted in the rear yard.
- Live work units - May have signs as specified in the Quince Orchard Park Live/Work Units Standards (Appendix V).
- Political Signs - Must be removed within 15 days of completion of elections or events.
- Seasonal or special event signs (such as baby, anniversary) - Must be removed within 15 days of completion of elections or events.

36. SKYLIGHTS

GENERAL

A skylight is a light-transmitting structure that forms all or part of the roof space for daylighting purposes. Consideration will be given to skylights on the front side of the roof ridgeline only if constructed flush with the roof.

APPROVAL REQUIRED

- To install new skylights and any changes to approved skylights.

NO APPROVAL REQUIRED

- If located such that they are not visible from the front of the dwelling unit or a street.

MAINTENANCE

The following kinds of maintenance problems may be cited for violation. This list is not all inclusive.

- Use of corrugated fiberglass panels.
- Color other than clear, opaque, tinted bronze or tinted smoke gray.
- Trim that doesn't match roof color.

Application Requirements - SKYLIGHTS

- Submit completed Architectural Change Request (ACR), available from the Quince Orchard Park website and The Management Group Associates, Inc.
- Submit picture of house with proposed location and style of skylights.
- Any other information that would help the ACC make a decision (photographs could be helpful).

37. SOLAR ENERGY PANELS

GENERAL

State legislation (Maryland HB 117) and Federal law permits installation in a manner that ensures maximum performance efficiency and minimal cost impairment. The law specifies that HOA residential communities cannot prohibit the professional installation of solar panels on the portion of a roof that is entirely owned by the resident.

Solar energy systems can be installed without prior ACC review and approval if certain conditions are met. In cases where pre-approval is required, it is primarily to review and verify documentation for the various conditions that necessitate an unusual installation.

REQUIREMENTS

- Solar units not mounted on the roof (ground mounted) must be installed according to all applicable zoning setback requirements, but no less than a minimum three feet (3') from all property lines. Ground mounted solar units will be permitted in the rear yards only.
- All exterior plumbing lines and/or conduits must be painted in a color scheme consistent with the structure and materials adjacent to the pipes (i.e., pipes on walls must be painted the color of the walls, while roof plumbing must be the color of the roof).
- Panels and junction boxes must be hidden from view.
- PV panels must also match or harmonize with the shingles.
- Adequately secured & fastened to the roof to withstand severe wind conditions (in accordance with all applicable building codes).

APPROVAL REQUIRED

- If solar panels cannot be mounted on the rear roof. Documentation from a professional installer is required to show a more optimal installation.
- If the panels can't be mounted to the roof. Documentation should be provided for such cause.

NO APPROVAL REQUIRED

- Installed on the south or southwest facing is on the rear roof.
- Adequately secured & fastened to the roof to withstand severe wind conditions (in accordance with all applicable building codes).

MAINTENANCE

The following kinds of maintenance problems may be cited for violation. This list is not all inclusive.

- Solar panels and related accessories must be kept clean, repaired of cracks, and checked for secure fastening to the roof or other anchor support.

Application Requirements – SOLAR PANELS

- Submit completed Architectural Change Request (ACR), available from the Quince Orchard Park website or The Management Group Associates, Inc.
- Documentation from a professional installer as to reason why a more optimal installation (from the rear roof) requires alternative position on the house.
- Sample or illustrated brochure of the proposed solar unit, which clearly depicts the unit and defines the materials used.
- Construction drawings to show the location, number of collectors, attachment and location of any other exterior system components.
- Homeowner is responsible for any City, State and /or Federal permits required.
- Provide additional information that would help the ACC make a decision.

38. STORAGE SHEDS & TRASH/RECYCLE ENCLOSURES

GENERAL

Per QOP's policy all shed and trash/recycle enclosures must be compatible with the design of the home and stored out of sight from the street. They must be designed and located to minimize their impact on adjacent neighbors and ensure aesthetic appeal.

QOP's Policy Resolution Regarding Trash Collection Procedures in the Homeowner's Handbook states: "Trash should always be kept in closed containers and must be stored out of sight in such a manner so they cannot be seen from adjacent and surrounding properties or street."

Any necessary permits, inspections, etc. must be obtained from the City of Gaithersburg by the homeowner and submitted with the ACR.

SIZE REQUIREMENTS

- Sheds – not exceed 48 square feet (48sq.′) of floor space and six feet (6′) high at the highest point.
- Trash/recycle enclosures – not more than 1 foot (1′) higher than the top of the highest can and sized to hold only 2 cans.

See Appendix XII for examples of Shed and Trash/Recycle enclosures.

ENCLOSURE REQUIREMENTS

- All enclosures must be located in the rear of the house immediately adjacent to the house. If not possible the ACC will consider other locations that are not visible from the street.
- The finish materials, color and design should be as close as possible to those of the house.
- Must have a stable platform to sit on if the area is uneven.
- Enclosure doors and lids must be fully closed and always secured except when being accessed by the homeowner.
- Area outside of and around the enclosure may not be used for storage of any overflow garbage, recycling or any extra equipment or material at any time.
- Enclosures under a deck must be behind lattice or vertical screening.
- Should be made of a weather resistant and durable material.

PROHIBITED

- More than one enclosure per home.
- To store more than two cans in one enclosure. Additional cans must be stored inside garage.
- Individual trash bags cannot be stored in the enclosure, they must be in a trashcan.
- The trashcan enclosure must not be used to store any items other than the trash and recycle cans.

APPROVAL REQUIRED

- ALL shed and trash/recycle enclosures must be approved prior to installation.
- Finish materials that are different from the house.

MAINTENANCE

The following kinds of maintenance problems may be cited for violation. The list is not all inclusive.

- Rotted structure.
- Leaning structure.
- Holes in siding or roof.
- In need of stain or paint.
- Trash, recycling, materials, equipment outside of the enclosure.
- Any items outside the enclosure.
- Displaying mold or mildew.
- Inadequate pest management.

Application Requirements - STORAGE SHEDS & TRASH/RECYCLE ENCLOSURES

- Submit completed Architectural Change Request (ACR), available from the Quince Orchard Park website or The Management Group Associates, Inc.
- Drawings or picture of the house or garage showing size and location of enclosure.
- Brochure, catalog or photo showing design, material, finish and measurements.
- Homeowner is responsible for any City, State and /or Federal permits required.
- Provide additional information that would help the ACC make a decision.

39. WINDOWS & SCREENS

GENERAL

When windows and screens are updated or replaced, it is the homeowner's responsibility to preserve the home's original visual appearance.

Window and screen replacements must not begin until an Architectural Change Request has been submitted and approved.

In its review of the ACR, the ACC will consider and make a determination based on style, size and appearance of the proposed windows and screens, as described in the supporting documentation provided by the homeowner. Consideration will be given if the identical style and dimensions of the original windows are no longer available. It is the sole responsibility of the homeowner, not the contractor or window replacement company, to ensure the replacement windows and screens closely match the original window and screen style, size, and appearance.

REQUIREMENTS

- A completed ACR with the manufacturer's brochures and documents that provide the dimensions of the new window frame and glass area, dimensions of the original window frame and glass area, type of installation and any other details to demonstrate that the replacement matches the original.
- The size (width/height) and color of the window trim and frame must match the original windows on the same property as closely as possible.
- The size (width/height) of the glass of the new windows should be as close as possible to the original windows.
- All windows on any given side of the home must closely match in style and appearance, with no noticeable differences.
- It is recommended, but not required, that all windows on a given side of the home are replaced at the same time to avoid any difference in appearance.
- Materials, configuration and installation should be consistent on each side of the home.
- Window mullions/grills must be retained or replaced when replacing windows in the same configuration as the window being replaced.
- The number of panes in the new windows must be the same number as the original windows.
- Removing mullions on small non-functional windows will be reviewed on a case-by-case basis.
- All screens on a given side of the house must match in style, appearance and color, and must closely match the original screens.
- Decorative film may only be added on transom and sidelights around the front door.

PROHIBITED

- To change the color of the window frame or trim.
- To make any change to the size of the window trim or visible glass without prior approval from the ACC or Board.
- To change the color of window screens.
- Visible patches on windows or screens.
- Using any window covering that may change the visual look and feel of the house.
- Decorative film on windows except transom and sidelights around the front door.
- Any reflective windows or window coverings.
- To remove mullions/grills from windows. Requests to remove mullions/grills from non-street facing and small non-functional windows will be considered on a case-by-case basis.

APPROVAL REQUIRED

All window and screen replacements require approval and must submit an ACR.

NO APPROVAL REQUIRED

- Installing conventional window treatments (including curtains and blinds).
- Replacing a torn screen using materials of the same style and color as the damaged screen.

MAINTENANCE

The following kinds of maintenance problems may be cited for violation. The list is not all inclusive.

- Broken or missing panes of glass.
- Torn or patched screens.
- Torn or damaged window coverings.
- Damaged window treatments.
- Deteriorated or rotting window frames.
- Missing mullions/grills.
- Loose or not firmly attached doors.
- In need of paint.

Application Requirements - WINDOWS

- Submit completed Architectural Change Request (ACR), available from the Quince Orchard Park website and The Management Group Associates, Inc.
- Manufacturer's brochures and documents showing the dimensions of the new window frame and glass area, dimensions of the original window frame and glass area, type of installation (e.g., full installation or pocket installation) and other details to demonstrate that the replacement matches the original.
- Description of window screen material and dimensions.
- Any other information that would help the ACC make a decision (photographs could be helpful).

SECTION VII

MAJOR ADDITIONS / MODIFICATIONS SUPPORTING DOCUMENTATION REQUIREMENTS

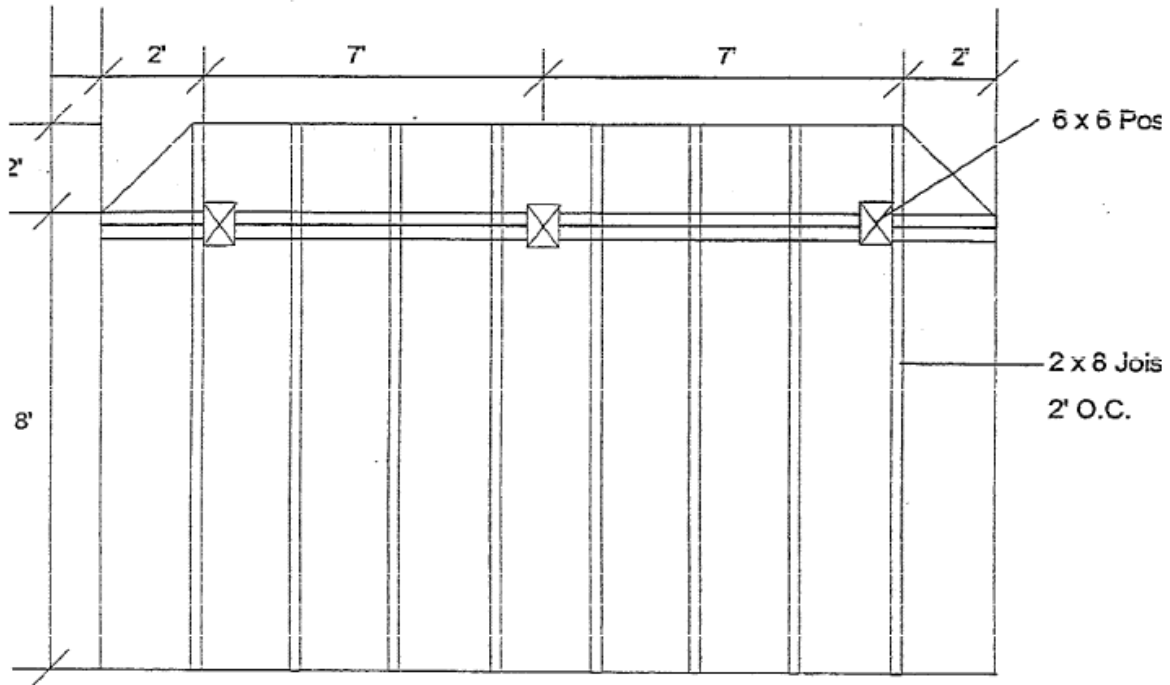
Architectural Change Requests (ACR) for major additions or modifications (i.e., porches, room additions or expansions) must include detailed information when submitted for consideration. Keep in mind that the Architectural Control Committee must have sufficient information to determine what the completed installation or construction will look like and how it relates to its surroundings.

1. Standard Architectural Change Request form must be completed
2. Copy of survey showing location of the structure or installation on site.
3. Front and side architectural elevations and plan views with dimensions showing the structure on the home. These must be drawn to scale showing proportions and relationship to existing house. Such architectural plans or blueprints house include (if available):
 - a. length, width, and height measurements throughout.
 - b. size of materials to be used as trim.
 - c. size of corner boards.
 - d. size of cap plates covering wood beams.
 - e. size and construction of concrete base.
 - f. size of doors and windows, materials used.
 - g. size of trim around windows and doors.
 - h. measurements of gutter boards, and board & batten.
 - i. dimensions of roof overhang.
 - j. dimensions on all exterior materials shown on plans with details for roof overhangs,
 - k. finish/color (all trim must be identified and its color specified).
 - l. roof plans, pitch of roof, materials used and color.
 - m. step risers and treads.
4. Any other information necessary to assist the Committee in making a judgment on the request (photographs could be helpful).
5. A meeting with the Committee and your contractor/architect may be required.
6. You are responsible for any City, State and /or Federal permits required.

APPENDIX I

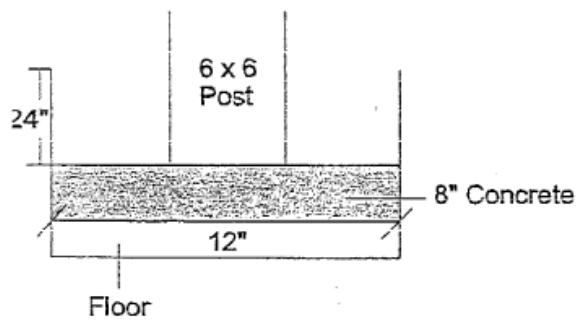
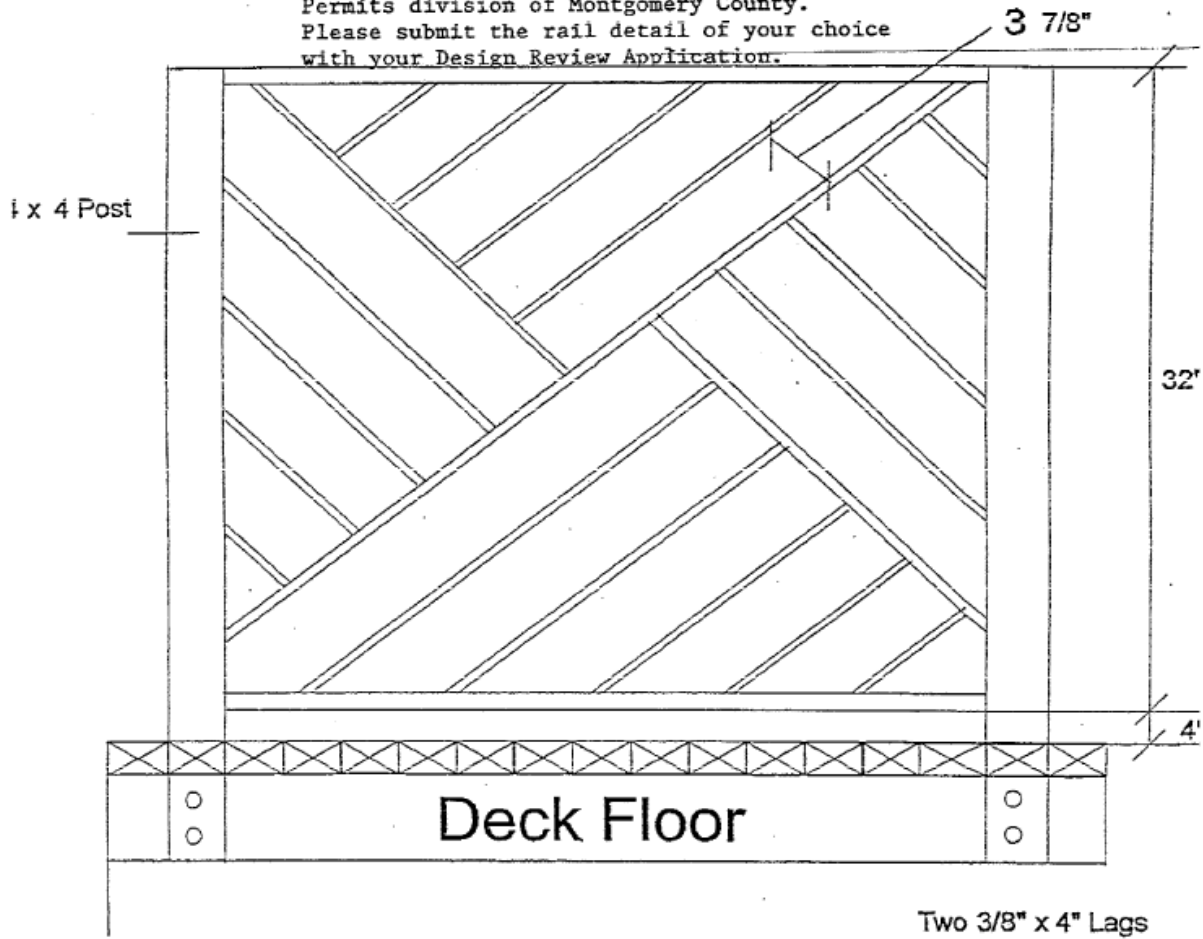
STANDARD DECK DETAIL

DECK FLOOR DETAIL



DECK RAILING DETAIL

This detail is no longer approved by Building Permits division of Montgomery County. Please submit the rail detail of your choice with your Design Review Application.

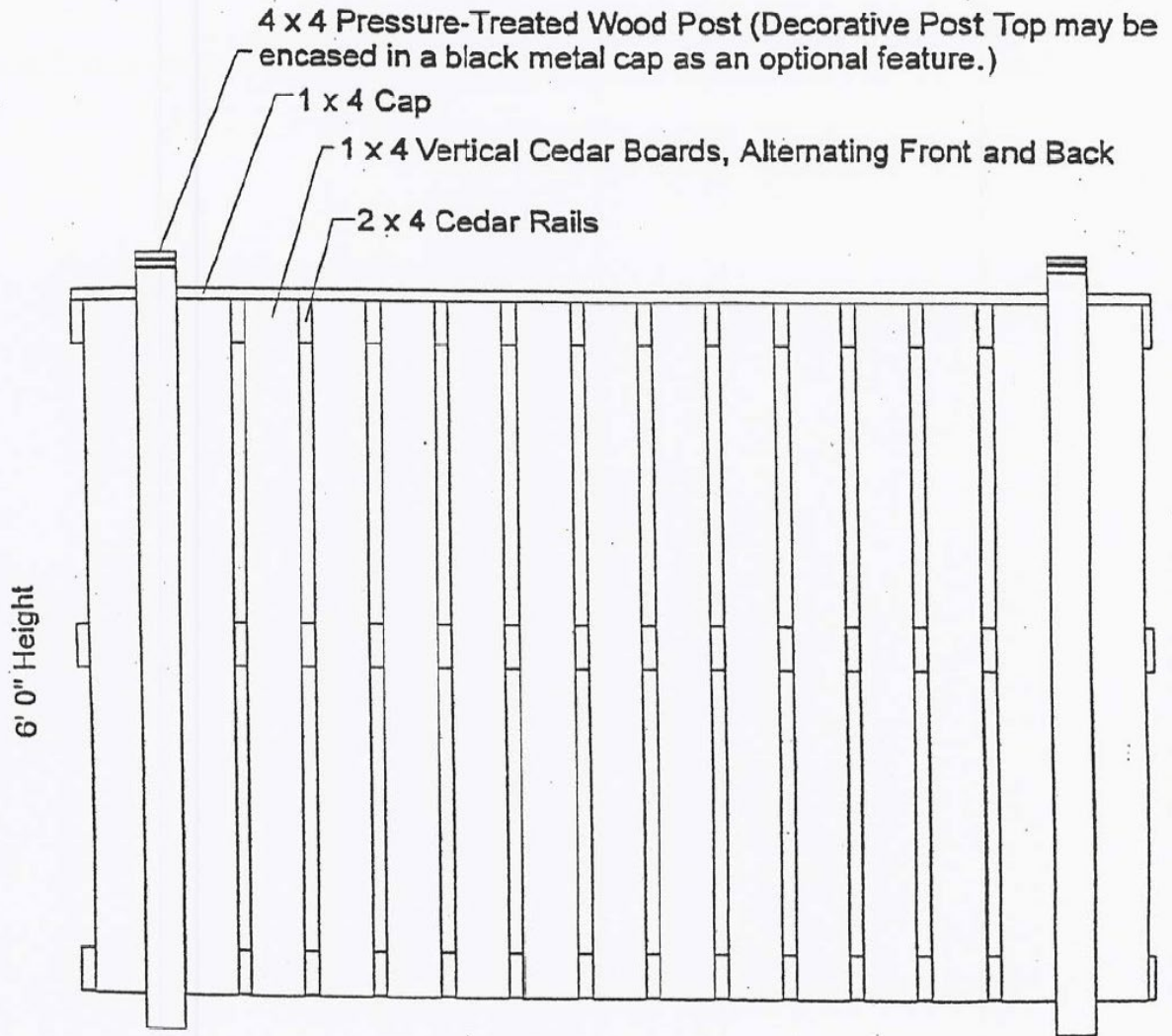


APPENDIX II

STANDARD TOWN HOME FENCE DETAIL

STANDARD TOWNHOME FENCE DETAIL

BOARD-ON-BOARD PRIVACY FENCE



APPENDIX IV

APPROVED STORM DOOR STYLES

These styles are for reference only. Any change in style from your original requires an ACR.



APPENDIX V

LIVE/WORK SIGNAGE STANDARDS

Quince Orchard Park Community Association proposes to follow the signage outlined on the approved architecture for the Mill Green Live/Work units as well as the Signage Standards proposed by the Design Review Board (attached). The building signage would be one type.

All signs, materials and methods used for installation require approval from the Architectural Control Committee (ACC).

Each unit would also be allowed **one blade sign** for the first floor tenant (see photos 1 and 2 for examples).

Materials:

- Blade signs should be constructed of durable high quality materials and designed with aesthetics in mind.
- Blade signs must be hung from a black wrought iron triangle as depicted in photos 1 and 2.

Methods:

- **One sign** may be used on the outside of each building, unless noted otherwise.
- **Blade signs** that may be used shall be mounted on the front of the business (attached between the right edge of the windows and the left of the existing outside entry lighting fixture) and perpendicular to the building and may not exceed eight feet in height. These signs may extend from the building a maximum of 3' – 0" and may extend as high as the lintels on the second floor.
- **Gold letters** painted on the inside of windows are permitted with approval.
- **Off-site and detached signs** are not permitted.
- **Address numbers** shall be a maximum of 8" in height.
- **Building light**, if any, shall be indirect and mounted on the building. Building walls shall not be flooded or washed with light.
- **On rear elevations**, an additional sign that follows the sign requirements for signs on commercial fronts may be permitted on a case by case basis.

Each Live/Work unit housing and active business is required to have a brass or bronze sign identifying the business. The sign should be lettered using engraving or black lettering. Each sign must be a maximum of 144 square inches (height and width) and must be permanently affixed to the business entry door.

CONTINGENCIES OF ISSUANCE:

1. Conditions may be attached to the S.D.A. (Site Development Approval) as deemed reasonable and necessary to assure that the proposed use will be consistent with the purpose and intent of the Zoning Ordinance of The City of Gaithersburg.
2. **Note:** Deviation from the plans (including elevations) so approved shall **not be permitted** without reapproval of the Planning Commission. Any such deviation without prior approval shall constitute a violation of the City's Zoning Ordinance.
3. Construction or operation shall commence within three hundred sixty-five (365) days of date of approval by the Planning Commission; if not, a new final approval becomes necessary if extension request has not been filed with the Planning Department. No permits shall be issued within S.D.A. (see below).
4. The staff shall not be empowered to waive dedication of right-of-way and easements required by the General Plan or Master Plans for particular planning areas.
5. Issuance of S.D.A. shall not constitute the right to occupy the property; only a subsequent Occupancy Permit issued by the Department of Code Enforcement can do this.

6. Issuance of the S.D.A. by The City of Gaithersburg shall **not** relieve the applicant of the responsibility to comply with any additional City requirements, or those of other governmental jurisdictions.

BUILDING PERMIT PROCESS:

The following procedures must be followed by an applicant with respect to obtaining a building permit for a site which has received final approval from The City of Gaithersburg's Planning Commission:

1. Applicant receives **S.D.A.** (Site Development Approval) form with conditions from the Planning and Code Administration immediately following approval of plan by the Planning Commission.
2. To begin permit process, applicant must submit a full package of **original plans and one paper print package** (site plan, landscape plan, storm/paving plans, sediment control plans, stormwater management plans and architectural elevations) to the Directors of Public Works; they will notify the applicant when to pick up the original plans. The paper print package is retained by the Public Works and Engineering Department.
3. The applicant must submit a full paper print package and the original plans package to the Planner who will then sign the **original site plan, landscape plan and building elevation only**; however, the entire package or originals will remain together. When signature of Planner has been affixed, Planning and Code Administration will notify applicant to pick up entire signed original plans package. The paper print package is retained by the Planning and Code Administration.
4. When applying for a **building permit**, applicant submits one set of Mylar copies of all signed plans to Planning and Code Administration along with four complete sets of paper prints of the signed plans.

A historic area work permit is required for alterations to public or private property containing a historic resource. No work can be undertaken prior to issuance of a Certificate of Approval by the Historic District Commission.

APPENDIX VI

EXAMPLES OF LOW MAINTENANCE LANDSCAPING MATERIAL

PROHIBITED – SMALL ROCKS, PEBBLES & ANY WHITE ROCK



EXAMPLES OF MEDIUM AND LARGE LANDSCAPING ROCKS



EXAMPLES OF LANDSCAPING USING ROCKS



EXAMPLES OF GROUND COVER

Wild Ginger



Alumroot



Vinca



Liriope



Phlox



EXAMPLE OF EVERGREENS and ORNAMENTAL GRASS

Green Mound Juniper



Blue Rug Juniper



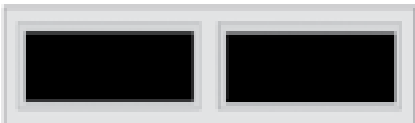
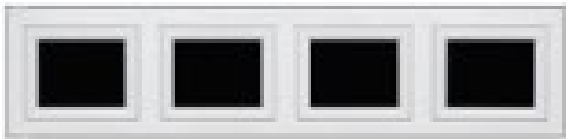
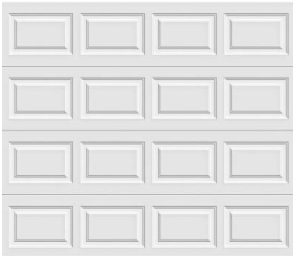
ORNAMENTAL GRASS



APPENDIX VII

GARAGE DOOR STYLES

These styles are for reference only. Any change in style from your original requires an ACR.



APPENDIX VIII

EXTERIOR LIGHTING STYLES

ALL LIGHTS MUST BE APPROVED BY ACC

EXAMPLES OF APPROVED CARRIAGE LAMP STYLES



EXAMPLES OF APPROVED SECURITY LIGHTS AND CAMERA STYLES

Homes in QOP are close, so we encourage you to review the impact any light or camera will have on your neighbors. Size of fixture, number of lights, brightness of lights, degree of view should all be considered.

ALL LIGHTS MUST BE APPROVED BY ACC

PLACEMENT ON ANY LOCATION ON THE HOUSE

NO floodlights allowed in front of house.
See Guideline – Section 33 for complete details.

Motion Activated Cameras and Spotlights



FRONT OF THE HOUSE OR BY GARAGES

Motion Sensor Carriage Style Lamps

Examples of approved styles of carriage motion sensor lights



LIMITED TO REAR ONLY

Prohibited To Be Street Facing

All lights must be approved by the ACC

Examples of different motion sensor or solar styles



LIMITED TO ABOVE GARAGE ONLY

All lights must be approved by the ACC



EXTERIOR BULB STYLES

LIMITED TO INSIDE DECKS RAILINGS OR UNDER HIGH DECKS

See Guideline-Section 16 for complete details.

Examples of **Approved** Style Light Bulbs for Decks.



Examples of **Unapproved** Style Light Bulbs for Decks.



APPENDIX IX

2025 APPROVED Paint Colors for DOORS, SHUTTERS, TRIM and CONCRETE STAIRS

Any color can be mixed at any paint counter if you have the manufacture name, color name and code.

Exception: Concrete paint does not have a color code.

Color Family	Color Name	Manufacturer	Color Code
ALL SHUTTERS MUST BE THE EXACT SAME COLOR REQUIRED – An Architectural Change Request Form (ACR) if changing color			
BLUES	Indigo Steamer	Valspar	4010-4
	Retro Colonial Blue	Valspar	4006-4B
Only on White houses	Night Scape	Valspar	5002-8C
GREENS	Hunter Green	Benjamin Moore	2041-10
	Essex Green	Benjamin Moore	HC-188
	Cabbage Patch	Benjamin Moore	2141-20
	Basil	Valspar for Sherman Williams	HGSW 6194
REDS	Rookwood Red	Sherman Williams	SW 2802
	Dark Auburn	Valspar for Sherman Williams	HGSW 6034
BROWNS	Soul Chocolate	Valspar	2011-9
GRAY	Cast Iron	Valspar for Sherman Williams	HGSW 6202
	Crucible	Valspar	4006-2B
BLACK	Dark Kettle Black	Valspar	4011-2
TRIM COLORS ONLY			
All Trim Color on a House Must Match			
	Ultra White	Valspar	7005-15
	Swiss Coffee	Valspar	7002-16
	Peasant Bread	Valspar	8003-22B
	Cream in My Coffee	Valspar	3003-10C
	Kilim Beige	Valspar for Sherman Williams	HGSW 6106
	Patience	Valspar for Sherman Williams	HGSW 7555
Only on Townhouses on Swanton Lane	Greenbrier	Benjamin Moore	HC-79
Only on Townhouses on 900 Block Highland Ridge	Abingdon Putty	Benjamin Moore	HC-99
CONCRETE STAIRS ONLY			

<p>Concrete Gray</p>	<p>Valspar This color can be found at Lowes in the <i>“Color Transformations From The Ground Up – Protective Coatings for Wood and Concrete Floors”</i> pamphlet.</p>	<p>This color must be mixed from the color chart in this pamphlet for “Porch, Floor & Patio Paint”.</p> <p><i>To have this color mixed in another brand you will need the color chip from the pamphlet. It does not have a color formular.</i></p>
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APPENDIX X

PATIO DOORS

(Note – all Patio Doors must face the rear of the home)

These styles are for reference only. Any change in style from your original requires an ACR.



**Approved Mullion/Grille Styles:
Note – Mullions/Grilles are not required on Patio Doors.**



APPENDIX XI

ROOF SHINGLES

**This information is being provided for reference only.
All the shingle colors listed are not pre-approved.**

ALL NEW ROOFS IN QOP MUST BE APPROVED BEFORE THE ROOF IS REPLACED.
Regardless of whether the shingle color and style has been approved on another home in the community.

Singles that have been replaced in Quince Orchard Park
1/2025

Date Approved	Address	Product	Color
Church Gate			
9/21	215 Church Gate	Owens Corning Duration	Onyx Black
4/19	217 Church Gate	Owens Corning Duration	Onyx Black
5/19	222 Church Gate	CertainTeed Landmark Pro	Charcoal
Corning			
3/20	151 Corning	Owens Corning	Estate Gray
12/19	159 Corning	GAF Timberline	Charcoal
10/20	167 Corning Duplex	Owens Corning Duration	Driftwood
9/23	175 Corning	CertainTeed Landmark Pro	Driftwood
Elmira			
Townhouses -The original shingles used on the townhouses on Elmira Lane were Driftwood and Weathered Wood. These colors must be used on the townhouse roofs.			
11/20	116 Elmira	Owens Corning Duration	Onyx Black
4/20	120 Elmira 124 Elmira	Owens Corning	Estate Gray
4/19	132 Elmira 136 Elmira	CertainTeed Landmark Pro	Weathered Wood
1/21	140 Elmira	Owens Corning	Estate Gray
8/21	148 Elmira	Owens Corning	Estate Gray
Fountain Green			
1/22	104 Fountain Green	CertainTeed Pro Max Def By CertainTeed	Colonial Slate
2/20	114 Fountain Green 118 Fountain Green	CertainTeed Landmark Pro Max Def By CertainTeed	Colonial Slate
5/18	126 Fountain Green	CertainTeed Landmark Pro Max Def	Colonial Slate
2/21	131 Fountain Green	CertainTeed Landmark Pro Max Def	Colonial Slate
8/23	132 Fountain Green	CertainTeed Landmark Pro Max Def	Colonial Slate
5/23	207 Fountain Green	CertainTeed Landmark Pro	Colonial Slate

Highland Ridge			
Townhouses -The original shingles used on the townhouses on the 900 block of Highland Ridge were Driftwood and Weathered Wood. These colors must be used on the townhouse roofs.			
9/19	203 Highland Ridge	Owens Corning Duration	Estate Gray
9/19	207 Highland Ridge	Owens Corning Duration	Onyx Black
8/22	213 Highland Ridge	Owens Corning Duration	Onyx Black
8/22	217 Highland Ridge	Owens Corning Duration	Onyx Black
2/22	304 Highland Ridge	GAF Timberline HD	Charcoal
2/22	308 Highland Ridge	GAF Timberline HD	Charcoal
2/22	310 Highland Ridge	GAF Timberline HD	Charcoal
1/23	438 Highland Ridge	Owens Corning Duration	Estate Gray
10/22	603 Highland Ridge 607 Highland Ridge 609 Highland Ridge 611 Highland Ridge	Landmark by CertainTeed	Pewter
2/21	618 Highland Ridge 620 Highland Ridge	GAF Timberline HD	Charcoal
11/22	617 Highland Ridge 619 Highland Ridge 623 Highland Ridge	GAF Timberline HD	Pewter Gray
5/23	705 Highland Ridge	GAF Timberline HD	Charcoal
6/22	718 Highland Ridge	GAF Timberline HD	Pewter Gray
1/22	726 Highland Ridge	Owens Corning Duration	Estate Gray
1/22	730 Highland Ridge	Owens Corning Duration	Estate Gray
3/22	734 Highland Ridge 738 Highland Ridge	CertainTeed Landmark Pro	Moire Black
12/21	742 Highland Ridge	GAF Timberline HD	Pewter Gray
6/18	750 Highland Ridge	CertainTeed Saint Soban	Georgetown Gray
2/21	806 Highland Ridge	Owens Corning Duration	Estate Gray
10/19	814 Highland Ridge	Owens Corning Duration	Estate Gray
7/21	818 Highland Ridge	Owens Corning Duration	Estate Gray
5/21	822 Highland Ridge 826 Highland Ridge	Owens Corning Duration	Estate Gray
10/21	830 Highland Ridge	Owens Corning Duration	Onyx Black
7/18	834 Highland Ridge 838 Highland Ridge	CertainTeed Landmark Pro	Weathered Wood
8/20	842 Highland Ridge	Owens Corning Duration	Estate Gray

Orchard Ridge			
9/20	890 Orchard Ridge	Owens Corning Duration	Estate Gray
Painted Post			
3/20	132 Painted Post	Owens Corning Supreme Shingle	Estate Gray
9/19	135 Painted Post	GAF Timberline HD	Pewter Gray
9/19	143 Painted Post	GAF Timberline HD	Pewter Gray
12/20	151 Painted Post	Owens Corning Duration	Estate Gray
8/23	175 Painted Post	Owens Corning Duration	Estate Gray
6/21	187 Painted Post	Owens Corning Duration	Estate Gray
1/24	211 Painted Post	Owens Corning Duration	Estate Gray
7/20	213 Painted Post 217 Painted Post	Owens Corning Duration	Estate Gray
10/21	218 Painted Post	CertainTeed Landmark Pro	Colonial Slate
5/21	221 Painted Post	Owens Corning Duration	Estate Gray
7/20	229 Painted Post 233 Painted Post	Owens Corning Duration	Estate Gray
10/19 -Denied	123 Painted Post	Owens Corning	Slatestone Grey Not an approved color
Summer Walk			
6/20	113 Summer Walk	CertainTeed Pro	Driftwood
1/23	124 Summer Walk	Owens Corning Duration	Estate Gray
1/23	128 Summer Walk	Owens Corning Duration	Estate Gray
5/22	158 Summer Walk	GAF - Ultra HD	Pewter Gray
11/23	131 Summer Walk	Tamko Titan XT	Virginia Slate
11/23	135 Summer Walk	Tamko Titan XT	Virginia Slate
1/25	140 Summer Walk 144 Summer Walk 150 Summer Walk	CertainTeed Landmark Pro	Pewterwood
1/25	154 Summer Walk	GAF - Ultra HD	Pewter Gray
3/22	158 Summer Walk	GAF- Ultra HD	Pewter Gray
10/23	779 Summer Walk	Owens Corning Duration	Estate Gray
1/17	817 Summer Walk	CertainTeed -Timberline HD	Moire Black
1/20	825 Summer Walk	GAF - Ultra HD	Pewter Gray
12/22	826 Summer Walk	GAF Timberline Ultra HD	Charcoal
2/20	842 Summer Walk	Owens Corning Duration	Estate Gray

Swanton Lane			
Townhouses -The original shingles used on the townhouses on Swanton Lane were Driftwood and Weathered Wood. These colors must be used on the townhouse roofs.			
12/19	126 Swanton	CertainTeed Pro	Driftwood
6/21	221 Swanton Lane	Owens Corning	Estate Gray
5/19	225 Swanton Lane	Owens Corning	Estate Gray
9/24	301 Swanton Lane 305 Swanton Lane	GAF Timberline	Pewter Gray
9/24	345 Swanton Lane	Owens Corning Duration	Onyx Black
Tannery			
11/21	337 Tannery	CertainTeed Max Def	Pewterwood
1/25	341 Tannery 345 Tannery	Owens Corning-Duration	Onyx Black
Winter Walk			
5/21	110 Winter Walk	Owens Corning Duration	Onyx Black
10/19	202 Winter Walk	Owens Corning Duration	Onyx Black
8/19	206 Winter Walk	CertainTeed Landmark Pro Max Def	Charcoal Black
9/20	208 Winter Walk	CertainTeed Landmark Pro Max Def	Charcoal Black
8/19	219 Winter Walk	GAF Timberline	Pewter Gray
8/19	223 Winter Walk	GAF Timberline	Pewter Gray
10/21	227 Winter Walk	Owens Corning	Estate Gray
10/21	231 Winter Walk	Owens Corning	Estate Gray
6/20	239 Winter Walk	Owens Corning	Estate Gray
9/20	303 Winter Walk	Owens Corning Duration	Onyx Black
8/20	304 Winter Walk	Owens Corning	Estate Gray
1/20	307 Winter Walk	GAF -Timberline HD	Pewter Gray
4/18	311 Winter Walk	CertainTeed Landmark Pro Max Def	Charcoal Black
4/18	314 Winter Walk	CertainTeed Landmark Pro Max Def	Charcoal Black
6/20	329 Winter Walk	GAF Timberline	Pewter Gray
1/23	337 Winter Walk	GAF Timberline HDZ	Pewter Gray
12/21	345 Winter Walk	Owens Corning	Estate Gray
2/24	403 Winter Walk	Owens Corning	Estate Gray
3/24	407 Winter Walk	Owens Corning Duration	Williamsburg Gray
3/24	408 Winter Walk	Owens Corning Duration	Onyx Black
12/20	416 Winter Walk	CertainTeed Landmark Pro Max Def	Charcoal Black
2/22	423 Winter Walk	Owens Corning Duration	Estate Gray
4/24	425 Winter Walk	Owens Corning Duration	Onyx Black
4/24	429 Winter Walk	Owens Corning Duration	Estate Gray

6/22	436 Winter Walk	GAF Timberline HDZ	Pewter Gray
1/24	441 Winter Walk	GAF Timberline Ultra HD	Charcoal
9/22	445 Winter Walk	GAF Timberline Ultra HD	Charcoal
1/20	449 Winter Walk	GAF Timberline Ultra HD	Charcoal

Comparison colors for Townhouses on Swanton, Elmira and 900 block of Highland Ridge



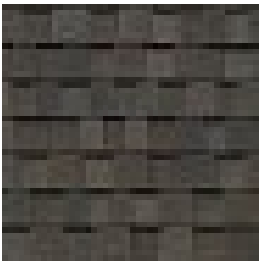
CertainTeed Weathered Wood



GAF Weathered Wood



Owens Corning Tru Def - Driftwood



CertainTeed Driftwood



GAF Weathered Wood



Owens Corning Tru Def -Driftwood

APPENDIX XII

THESE STYLES ARE FOR REFERENCE ONLY

ALL ENCLOSURES MUST BE SUBMITTED WITH AND ACR AND APPROVED BY THE ACC

Maximum size of enclosure no more than six feet (6') long, five feet (5') high and three feet (3') deep
Finish materials and color must be the same as, or as close as possible, to those of the home.



APPENDIX XIII

Examples of House Number Styles

House numbers on townhouses and duplex homes must be the original style, size, and material so they match the house numbers in the adjoining homes.

