

THREE OAKS ASSOCIATION
ARTICLE V
ARCHITECTURAL STANDARDS

I. Introduction

The Three Oaks Association has established these architectural standards in order to provide for a neat and attractive community, and to protect property values. The intent of these controls is to clearly delineate the rights and responsibilities of individual homeowners with regard to the building exterior and grounds.

II. General Guidelines

Individual owners shall maintain the exterior of their homes in good repair and maintain all private elements within their property boundaries including, but not limited to walls, roofs, fences, railings, balconies, decks, fascia, eaves, walkways and steps. Owner is responsible for landscaping within the boundaries of individual lots. If the Board, or an Architectural Committee appointed by the Board, determines an owner has failed to provide proper upkeep, that any home or property is in disrepair it, the homeowner shall be notified by the Board, and provided an opportunity to dispute and remedy the problem. After a reasonable opportunity for repair or upkeep has past, the Board may contract for repair or upkeep at the owner's expense.

It is the responsibility of homeowner to ensure that all attachments, reinforcements, or any structural, electrical, or plumbing work for these or other changes is soundly constructed and maintained in compliance with all applicable local building requirements, and does not adversely affect neighboring properties.

Individual owners shall not make changes to the exterior of their homes without permission of the Board of Directors. Changes covered by this rule include, but are not limited to, painting of fences, balconies and balcony rails; exterior doors, windows, roofing materials, and exterior walls. Owner shall responsible for possession of current architectural guidelines.

Exceptions:

The following changes may be made without prior approval of the Board:

1. One (1) television antenna not exceeding 24" in any dimension may be erected upon the roof of any home. Installation is permitted only on that part of the roof sloping to the rear of the home. Wall mounted applications are not permitted. An antenna may be mounted within the front utility area if the installation is not visible from adjacent yards or walks.
2. A homeowner may install any design of replacement entry door and screen/storm door.
3. Owner may paint surfaces identified in *Section III, External Paint Colors* of this document with pre-approved colors identified Attachment A of this document.
4. Non-brick surfaces immediately adjacent to the front entry door, and entry door and screen/storm doors, may be painted in colors of the owner's choosing, with the exception that the color of the front utility fence and balcony rails shall be included in the overall doorway color scheme.

5. Exterior light fixtures may be of the homeowner's choosing. However, light fixtures shall not be of a design that projects light toward other homes. The light fixture lenses and bulbs shall be clear or white. Owners are encouraged to use fixtures with motion sensors that will turn the light on as pedestrians pass by.
6. Front utility fences, with the exception of ventilation areas for HVAC appliances, and balcony railing may be repaired if the repairs match the owner's existing fences or balcony guardrails, and *if condition has not deteriorated to a point that the Board deems replacement is required*. Repairs to fence where ventilation for HVAC appliances exists in fences not constructed per current fence guidelines require approval of the Board. *If repairs to an existing utility fence involve replacement of significant portion of the fencing, owners are encouraged to contact the Board of Directors prior to commencing the work. Three Oaks Association may contract for repair or replacement at the owner's expense to meet current guidelines.*
7. Homeowners may install an exterior mailbox attached to the wall at the entry to their homes. Design of the mailbox shall be rectangular, and not larger than 6" deep x 24" high x 16" wide. Painted mailboxes must match colors in doorway area.
8. Owner may install gutters and downspouts as described in *Attachment F* of this document.
9. Owner may install ground-level wooden deck in back yard if deck does not encroach on adjacent properties or inhibit the flow of water from rain or any other sources.
10. Owner may install exterior siding of pre-approved colors and brands described in *Attachment E* of this document to cover fascia, eaves, wooden area around back windows, or any other wooden surface (excluding front doorway area).

III. Exterior Paint Colors

The Board has pre-approved colors identified on Attachment A of this document for, but not limited to, the painting of front utility fences, rear patio fences (optional), roof trim, gutters and downspouts, eaves and fascia, window and patio door trim, and balconies and balcony guardrails. Exterior brick surfaces shall not be painted.

When maintenance of paint on external surfaces that are painted the previous color standard of Duron Chestnut Brown or any nonstandard color is required, or owner elects to repaint exterior surfaces, owner shall repaint all surfaces, including but not limited to front utility fence, balcony railing, eaves/fascia, roof trim, gutters and downspouts, a pre-approved color per guidelines in Attachment A of this document.

If paint color is not in compliance with current color guidelines, or if any other external paint guidelines are not adhered to, Three Oaks Association may, at the expense of the owner, have affected areas to meet guidelines.

IV. Windows and Patio Doors

Replacement of windows and patio doors requires approval of the Board.

V. Back Yard Fences and Decks

Installation of fencing for backyard and for *aboveground* deck or any other permanent structure requires approval of the Board. Back yard fences shall be no more than six feet in height.

Locations that are easily visible from Three Oaks Drive or Three Oaks Association parking lot shall not be considered for approval of aboveground decks. Ground-level decks and stone or tile patios shall not affect the flow of water that could result in flooding of basements in neighboring properties.

Owner shall follow guidelines found in Attachment C of this document for approved back yard fences.

VI. Landscaping

Landscaping shall not encroach on common walks, neighboring property or Three Oaks Association property. Owner shall seek approval of the Board for changes to landscaping for the construction of retaining walls or other permanent structures. Landscaping shall not block the flow of water from rainfall or any other sources, or damage or remove water drainage installed underground by Three Oaks Association.

VII. Roofing Materials

The Board has pre-approved roofing materials identified in Attachment B of this document. *Owner shall contact the Board of Directors prior to replacing roofing to ensure adherence to current pre-approved standards.* Replacement of roofing tiles for repairs shall be the same tiles (color and brand) as the existing roof. No brands or colors other than those listed on Attachment B shall be used for replacement roofing.

Homeowners are cautioned that Montgomery County may require that permits be obtained for re-roofing.

VIII. Other Changes

Requests for any other changes not described above must be submitted to the Board of Directors in writing and accompanied by drawings and specifications adequate to describe the work. Acceptance by the Board will not be construed as authorizing construction where the improvements require a building permit from the local authorities.

A building permit shall be obtained when needed, and the owner shall provide the Board with a copy of the permit and approved drawings and specifications before commencing with said changes.

If a homeowner changes the design approved by the Board, to meet the requirements of building permit or for any other reason, the homeowner shall resubmit the design to the Board for approval prior to construction.

IX. Approval Process

When provided with adequate information for review, the Board shall issue an approval, or denial of permission, within thirty (30) days of submittal. Board shall have authority to notify owner within the aforementioned 30-day period that additional time is required to study/research a particular request.

Should the Board issue no opinion or notify owner of an extension for consideration of request within the 30-day period, the homeowner may proceed upon issuance of any required building permits from Montgomery County, local or other authorities.

Adequate information for Board review includes plans, elevations or other illustrations of the proposed improvements in sufficient detail and accuracy to communicate the materials and configuration of the design.

X. Adherence to Local Building Standards

It is the responsibility of each homeowner to ensure that any construction on his or her property is in compliance with local standards of design and construction, and proper building permits are obtained. The Montgomery County Department of Public Service should be contacted with any questions on building permits.

Attachment A Paint Color Standards

The following Sherwin Williams brand paint colors have been pre-approved by the Board for non-brick external surfaces including, but not limited to, balcony railing, front utility fence, roof trim, eaves, fascia, roof trim, gutters and downspouts or any other exterior non-brick painted surface, with the exception of the front doorway area per guidelines in *Section III* of this document:

Color Name	Color Number
• Window Box	SW 2049
• Potting Shed	SW 2084
• Pewter Green	SW 6028

Front utility fence and balcony railing shall be painted the same pre-approved color. Should owner paint either fence or balcony, the other shall also be painted at the same time if necessary for both to be of the same color.

Gutters and downspouts previously painted shall be painted the same color as eaves, fascia and roof trim, and painted at the same time as eaves, fascia and roof trim. Gutters that have not previously been painted and are of a factory painted industry standard color as described in *Attachment F* do not require painting.

Exception: Owner may optionally paint downspouts the Potting Shed color to blend with exterior brick.

Other previously painted external wooden and vinyl siding surfaces, exclusive of front doorway area, including but not limited to eaves, fascia, roof trim and door/window frames shall be painted the same color as front utility fence and balcony railing, and shall all be painted at the same time.

Exception: When owner paints balcony railing and front utility fence (with a pre-approved color in current guidelines in effect) that replaces the discontinued color "Duron Brown" or any other color not in current guidelines,

and the other previously painted surfaces have not been repainted to replace the discontinued brown color (exclusive of front doorway area),

and the condition of the paint does not warrant re-painting,

owner shall have the option of waiting until conditions warrant repainting them. However, when painted or sided in the future, owner shall follow guidelines in effect at that time.

For unpainted siding installed on eaves/fascia, please refer to Attachment E of this document.

Homeowner shall be responsible for ensuring compliance with current architectural guidelines. Should paint colors not meet architectural guidelines, including brand of paint, Three Oaks Association may, at the expense of the homeowner, have the areas affected repainted.

Attachment B Roofing Material Requirements

Owner shall responsible for ensuring compliance with current architectural guidelines. Should newly installed roofing materials not meet architectural guidelines, Three Oaks Association may, at the expense of owner, have the roofing replaced.

Owners are encouraged to submit suggested new roofing that complements new paint color guidelines for consideration of inclusion in guidelines.

Owner shall be responsible for obtaining required permit for replacement of roof.

The following brands and colors of roofing materials are pre-approved:

Roofing Brand Name	Name of Color
<ul style="list-style-type: none"> • John Manville 	<ul style="list-style-type: none"> • Tan Pebbles • Brown Bark • Charcoal Blend
<ul style="list-style-type: none"> • Certainteed 	<ul style="list-style-type: none"> • Cedar Brown
<ul style="list-style-type: none"> • Owens Corning 	<ul style="list-style-type: none"> • Bark Brown
<ul style="list-style-type: none"> • Celotex 	<ul style="list-style-type: none"> • Bark Brown

Attachment C Fence Guidelines

Front Utility Fence

Property owner is responsible for obtaining a county permit for fence construction and for meeting county building codes.

Owner shall responsible for compliance with current architectural guidelines. Should modifications to an existing or construction of a new utility fence not meet architectural guidelines, Three Oaks Association may, at the expense of owner, modify or replace the fence to meet requirements.

Utility fence shall be constructed of pressure treated pine or natural cedar wood. Fence structure shall be "privacy" style so that any personal items stored within the fenced area are not visible from outside the fence. Replacement fence shall be the same height of existing fence. Top of fence shall be "level" and not follow sloped terrain. If owner wishes to install a fence of a different height, permission of the Board is required.

Utility fence design shall be the style known as "board on batten", constructed of 6" x 1" adjacent vertical boards, and 4"x1" vertical boards centered over areas where the adjacent vertical boards meet as illustrated in *Fence Figure 1* of this attachment. Vertical boards shall be secured by three horizontal support 1" x 4" "runner" boards on the inside of the fenced area (not visible from exterior of fenced area). Top of fence shall include owner's choice of a 1" x 4" top horizontal "cap" board, or a 1" x 6" cap board (allows placement of plants on fence top). 1" x 6" top horizontal cap board shall align evenly with outside edge of fence posts (where visible from outside of fenced area), with the additional 2" width extending to the inside of fenced area. Items other than plants shall not be placed on top of fence.

Fence posts shall be 4" x 4" width, and secured in concrete in compliance building codes. Three posts shall be used to secure front wall of fence (one on each corner, and one in center of front fence wall). The tops of the posts shall be capped with "Hatteras Pyramid" style caps constructed of wood. Height of fence posts shall be no greater than is sufficient for post caps. (see *Fence Figure 2* in this attachment). Fence shall be attached to brick wall of town home using 2" x 4" boards.

Utility fence shall not include ventilation for HVAC appliances unless owner is advised by a licensed HVAC individual or company that additional ventilation is required. Owner is responsible for seeking advice regarding HVAC ventilation. Owner shall seek permission of the Board of Directors for placing HVAC ventilation in fence, and provide a written statement by a licensed HVAC individual or company. If approved by the Board, ventilation may be provided by altering the fence to "board on board" style no more than 3 feet wide only in the area below the middle horizontal support board near HVAC appliance. Location of ventilation area shall be on the side rather than front wall of fence whenever possible.

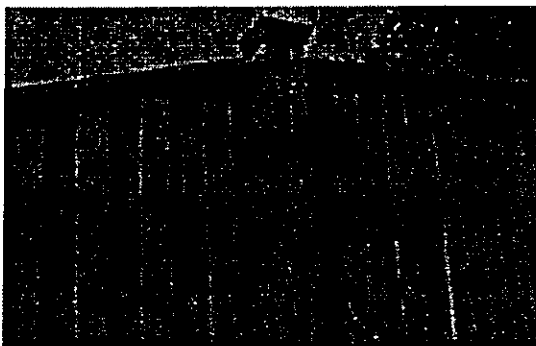
The bottom of front utility fence line shall be sufficiently close to, but not in contact with, the ground, so that personal items stored within the fenced area are not easily visible from the exterior. Fence gate shall be located on the side of the utility fence adjacent to the front walkway and doorway area of townhouse. Fence gate style shall match the design of the fence and shall be secured with a latch mechanism allowing closure of the fenced area. A 2" x 4" board (or "lag") shall be attached to brick wall of town home to accommodate installation of latch mechanism.

Utility fence shall be painted in compliance with current exterior pre-approved paint color guidelines identified in Attachment A of this document. Utility fence and balcony railing shall be painted the same pre-approved color. If fence is painted a pre-approved color other than that of balcony railing, owner shall also paint balcony railing the same color and at the same time.

Owner is responsible for determining the appropriate timeframe between installation and subsequent painting of pressure treated pinewood. Should owner be advised by fencing or painting professional that pressure treated wood should be aged for a period greater than six calendar months between installation and painting, owner shall seek approval of the Board to extend the timeframe.

Fence Figure 1: Front (exterior) side of utility fence.

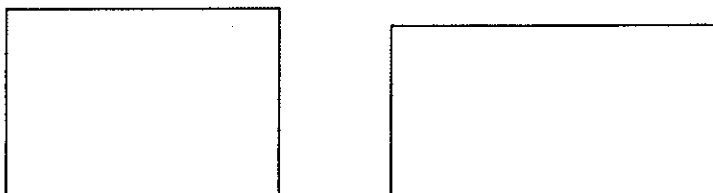
Board on Batten Fence Style for Front Utility Fence is a **PRIVACY** fence and is not to be confused with "board on board" style which does not completely obscure view from the outside of fenced area.



NOTE: The board width and spacing in example photograph (above) does not conform with Three Oaks Association guidelines; it is intended to provide the closest fence located that also has the post caps.

Figure 2: Fence/Balcony Wood Caps

Wooden "Hatteras Pyramid Slip-Over" post caps, shall be on posts of front utility fence and wooden balcony railing.



Backyard Fences

Fences in back yards shall not be greater than 6 feet in height or encroach on adjacent properties, and shall be constructed of wood, either natural cedar or pressure treated pine.

Owner may optionally use a clear wooden sealer, or may paint back yard fence. If painted, the color shall be that of either the eaves/fascia or of the front utility fence/balcony railing and shall comply with guidelines in Attachment A of this document. If owner wishes to use a stain for back yard fence, owner shall seek permission of the Board, as stains generally appear to be darker than paint of the same color.

Attachment D

Front Balcony and Hand Railing Guidelines

A. Balcony Railing Guidelines

Property owner is responsible for complying with local/county requirements and obtaining required permits. *Owner shall responsible for ensuring compliance with current architectural guidelines.* Should modifications to an existing or installation of new balcony railing not meet architectural and/or local guidelines, Three Oaks Association may, at the owner's expense, modify or replace the railing to meet guidelines and/or local/county requirements.

Owner is responsible for determining appropriate timeframe between installation and subsequent painting of pressure treated pine balcony railing or fencing. Should owner be advised by a professional painting / fencing company or individual that pressure treated pine should be painted more than 6 months after installation, owner shall seek permission of the Board and provide a written opinion by the professional advising.

Balcony railing shall be constructed of pressure treated pine or cedar wood, wrought iron or aluminum. Changes in height or design due to repairs of existing or installation of new balcony railing shall be meet with current guidelines.

Balcony railing shall be painted, whether wood, iron or aluminum, and paint color shall match the color of utility fence. If balcony is painted a pre-approved color other than that of front utility fence, owner shall also paint fence and other exterior painted wooden surfaces the same color at the same time.

Owner is advised that some contractors will provide iron railing with "baked on" custom color (which may last longer) in compliance with guidelines with Attachment A of this document.

Wooden Balcony Railing

Corner posts of balcony railing constructed of wood shall have wooden "Hatteras Pyramid" style post caps to match the posts of front utility fence (see *Attachment C* for more information). Wooden balconies shall have vertical 2" x 2" pickets with 2" spaces between the pickets. Pickets shall be secured with top and bottom horizontal boards of same width as corner posts. Pickets shall be attached to the horizontal boards on inside of balcony, not visible from the outside.

Wooden balcony posts shall be secured to balcony floor with iron footings rather secured on the side edges per previous guidelines. Wood secured to the sides of balcony per previous standards shall be removed when new fence of current guidelines is installed.

Wrought Iron or Aluminum Balcony Railing

Design of wrought iron or aluminum railing shall be owner's choice of the designs illustrated in *Balcony Figure 1* of this Attachment. Caps on top of iron and aluminum posts shall be flat as illustrated in *Balcony Figure 1*, and top and bottom horizontal bars shall secure vertical pickets (pickets do not extend beyond top and bottom horizontal bars).

B. Hand Railing Guidelines

Owner shall install and maintain hand railing by front steps as required by local/county building code. Railing shall be constructed of cedar or pressure treated pinewood, wrought iron or aluminum.

Color of railing shall be the color of the front utility fence and balcony railing, or, optionally, black. Design of hand railing may match balcony railing (wood, wrought iron, or aluminum), or shall be of a simple design (example: railing with no pickets between posts), or may have additional pickets as illustrated in *Hand Railing Figure 4*. *Figures 2 and 3* of this Attachment provide illustrations of wood railing and post caps, and *Balcony Figure 1* of aluminum/wrought iron hand railing. Any other design requires approval of the Board. Owner is responsible for compliance with current guidelines.

Balcony Figure 1: Wrought Iron and Aluminum Railing Styles

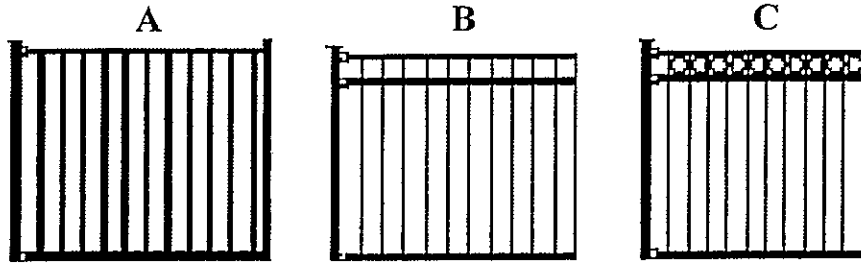


Figure 2: Fence/Balcony Wood Post Caps

Wooden "Hatteras Pyramid Slip-Over" post caps for posts of front utility fence and wooden balcony railing.

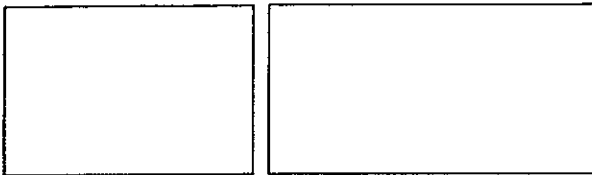
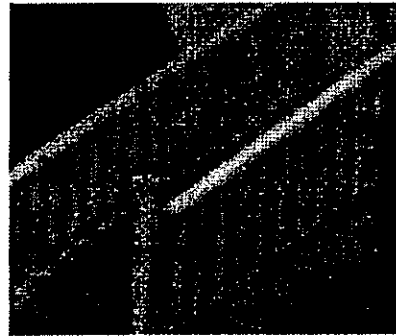


Figure 3: Wooden Hand and Balcony Railing Example (clearer replacement photos will be substituted when located).



Hand Railing Figure 3. Example of "simple" handrail design.



Attachment E

Exterior Siding Guidelines

Property owner is responsible for obtaining any required county permit(s) for exterior home improvements and for meeting county building codes.

Owner shall responsible for compliance with current architectural guidelines. Should siding installed not meet architectural guidelines in this Attachment, Three Oaks Association may, at the expense of owner, replace the siding to meet requirements. Pre-existing brown vinyl siding does not require replacement to meet current standards in this Attachment; however, when replaced, new siding shall be of color and brand in guidelines at the time of replacement.

Owner may install vinyl siding of brand(s) and color(s) with each pre-approved color and brand as listed in *Exterior Siding Figure 1*. Owner shall consult with Board and obtain approval for siding colors and brands not specifically named below, and are encouraged to submit to the Board *suggestions* that complement paint color guidelines. New guidelines on siding will be evaluated as owners request approval for siding. Should owner wish to install siding of another brand and/or color not listed below, owner shall seek permission of the Board.

Exterior Siding Figure 1

Vinyl Siding Brand	Siding Color	To be used with balcony/fence color:
CertainTeed	Natural Clay	Potting Shed
TBD requires Board approval	TBD	Window Box (brown)
TBD requires Board approval	TBD	Pewter Green