

WINDOWS / WINDOW MUNTINS / WINDOW TREATMENTS / WINDOW WELLS

General Considerations:

Generally, in keeping with the harmony and aesthetic consistency of each of the various villages, a home's original window style and other window related design features should be maintained. A change in window style or other related window design features, including the use or lack of muntins (also referred to as mullions), can have a very noticeable aesthetic impact on the overall appearance of a home as well as the consistency and harmony of design throughout the specific village.

Specifications:

Windows: If windows are replaced, the new windows shall match the design of the original window including muntins/mullions, and unless approved otherwise, the color shall match that of the original windows or home's trim paint. Fixed and double hung windows that are proposed for replacement should be replaced with the same style window unless specifically approved otherwise by the Modifications Committee of which all such requests to be reviewed by the Committee strictly on a case-by-case basis. When windows are to be replaced, the application should include complete specifications on which windows are to be replaced with details on the style, material, and color of the replacements. In cases where an entire home's windows are not being replaced, the Committee may require replacement of an entire home elevation, whether front, rear, or side to maintain consistency.

Window Muntins: The original new construction designs for the majority of homes in Avenel were traditional in design with window muntins, defined as the vertical and horizontal dividers that make up a windowpane. Window muntins/mullions are required to be maintained in the windows of all homes where they were part of the original construction unless otherwise approved by the Modifications Committee as they contribute to a theme of traditionalism and quality detail which is to be maintained in Avenel. Muntins should be straight line dividers with little or no ornamentation and should be painted so the exterior facing side matches the color of the exterior window trim. Applications for removal of muntins on rear elevations will be considered on a case by case basis and will generally only be considered for the rear elevation of a home.

Some homes in certain Avenel Villages did not include muntins/mullions as part of the original home construction and design feature. The Modifications Committee will continue to take original design and village theme into account when considering applications.

Any owner desiring to install window muntins in a house where they were not originally included or to remove window muntins from a house where they were originally included must make application to the Modifications Committee. No owner is permitted to install or remove window muntins without prior approval from the Committee.

Window Details or Designs: Other modifications or exterior decorative designs used for windows, such as the use of security bars, stained, leaded or etched glass must also be reviewed and approved by the Modifications Committee.

Window Wells: Window wells will generally only be considered on rear or side elevations of the home. They may require landscape screening to soften exposed portions. In addition,

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homeowners proposing to install egress windows from basement areas must adhere to county code requirements that include minimum net openings, use of ladders, etc. As with all modifications, it is the responsibility of the homeowner and not the Association to understand and comply with code requirements and obtain any required building permits before construction. Based on the degree of visibility of the window well above grade, it may be required that the material match the homes exterior finish, quality of material and professionally installed.

The general code requirements for egress windows can be found on the Montgomery County website or by calling Montgomery County 311.

Application:

Your application should include:

1. Completed ACA Modification Application form;
2. Photographs of the existing windows with dimensions and frame color noted;
3. Detailed elevation drawing indicating all windows to be replaced, or those where muntins or other decorative elements are to be added or deleted, including a depiction of the proposed muntin pattern, dimensions, and color;
4. Architectural drawing to scale of proposed window wells and new material specifications. A material sample may be required;
5. Cut sheet and manufacturer specifications, including the color of proposed window replacements. A sample may be required.

ROOFS

General Considerations:

Generally, roofs shall remain of the same type as that used in the original construction of the home. If changes to the original roof type or subsequent roof types are desired, application is required to be submitted to the Modifications Committee. No work is to be started until approval is received in writing from the Modification Committee. Replacing the roof with the original roof material and color does not require prior Modifications Committee approval, as it is considered general maintenance. A replacement roof shall remain consistent with the roof theme of the Village village within which the home seeking the change is located. As with all architectural review standards, the goal of the Committee is to preserve the unique traditional quality of Avenel and to maintain high aesthetic standards. Depending upon the Villagevillage, home type, lot size, proximity to neighboring homes, and other factors, there may be code requirements or limitations applicable to the type of roof construction and the type of roof materials that may be installed, notwithstanding the aesthetic requirements of the ACA. As with other proposed improvements and modifications, compliance with applicable building and other code requirements remains the responsibility of the owner. Owners are urged to investigate any applicable code requirements prior to proceeding with the improvement or modification.

The ACA has approved the use of several synthetic roof materials. These roof materials are intended as an alternate “look-a-like” to the original roof material. For example, if your original roof is cedar shake, there is an optional synthetic cedar shake “look-a-like”; if your original roof is slate, there is a synthetic slate “look-a-like” product. If a change is desired to be made from the original roof product to a synthetic roof product or from one type of roof to another (i.e., cedar shake to slate), prior Modifications Committee approval is required. All roof changes are considered by the Modifications Committee, on a “case-by-case” basis and must receive approval prior to installation. The Committee will base its decision primarily on the aesthetic merits of the product and the compatibility of the requested roof as it relates to applicant’s home, property, and other homes in that particular village.

Asphalt roofs are expressly prohibited unless used by the builder as part of the original roof of your home or as part of the original roofs of other homes within your village, as outlined below. Metal roofs are prohibited on the main dwelling in all Avenel villages.

Certain villages within Avenel, such as town home or courtyard villages, are required to maintain the original roof material due to the close proximity of the homes to one another within those villages. In order to maintain the aesthetic integrity and continuity within these villages, the synthetic look-a-like roof products are not permitted. These villages include: Player’s Crossing and Pleasant Gate.

Just as roof shingles and slates are available in a variety of styles, colors, textures, and sizes, they also are offered with different UL performance standards for fire, impact, and wind. These standards may be achieved, in part, by the underlayment material that is utilized in the installation of the product. Owners should consult with their roof contractor or manufacturer to obtain further information and details on this matter. Regardless of whether or not it has approved an alternate

roof material or system, the ACA does not make any representations as it relates to warranties, life cycles, UL ratings, ~~or~~ performance and safety standards, etc. Several original roof materials and/or approved alternate roofs are identified by their manufacturers as Class A fire rated roofs.

As noted, such rating may be achieved by the roof system installation method or may be achieved by the roof material itself. Among the various roofs approved by the ACA, there are both Class A roof systems and Class A roof materials. Specific questions ~~as to~~about the type of rating, etc., should be referred to ~~and~~ the manufacturer. Modifications Committee determinations relate to aesthetics alone.

Specifications:

The following is a list of roof options by ~~Village~~village:

- | | |
|--|---|
| • Abbey Terrace: | Natural cedar shake or synthetic cedar |
| • Chartwell Manor Court:- | Natural slate or synthetic slate |
| • Chartwell (Avenel Farm Drive): | Natural cedar shake or natural slate, or synthetic cedar, or synthetic slate |
| • The Gates: | Natural cedar shake or synthetic shake |
| • Eagle Ridge:
synthetic slate | _____Natural cedar shake or natural slate, synthetic cedar, |
| • Oaklyn Woods:
synthetic slate | _____Natural cedar shake or natural slate, synthetic cedar, |
| • Oaklyn Woods (Saddlebrook Homes):
Watts Mine Terrace, Watts Mine Lane
and Avenel Farm Drive | _____Natural cedar shake or synthetic cedar shake |
| • Pleasant Gate: | ELK, Prestique I asphalt shingle; color: Antique Slate (if unavailable, an aesthetically similar asphalt product, as approved by the ACA):- |
| • Player's Crossing: | Natural cedar shake |

- Player's Gate: ~~_____~~ Natural cedar shake or natural slate, synthetic cedar, synthetic slate
- Player's Turning: ~~_____~~ Natural cedar shake or natural slate, synthetic cedar, synthetic slate
- Prescott: Natural slate, synthetic slate
- Rapley Preserve: Natural cedar shake, natural slate, tile, synthetic cedar, synthetic slate
- Saunders Gate: ~~_____~~ Natural cedar shake, natural slate, asphalt, ~~s~~synthetic cedar, synthetic slate
- Willow Gate: ~~_____~~ Natural cedar shake or natural slate, synthetic cedar, ~~or~~ ~~_____~~ ~~_____~~ synthetic slate

Any additions to the roof, such as exhaust fans, flues, etc., require approval prior to installation. To the extent possible, all roof penetrations should be located on the back side of the roof so they are not visible from the street. Ridge vents should extend from gable-end to gable-end, the entire length of the ridge so no gap exists between terminus of ridge vent and gable-end. Ridge vent material shall be shingle vent (shingle over ridge vent style) and must match the roof shingles. Exposed metal ridge vents are prohibited. The proposed venting method should be specified on the application.

The ACA periodically reviews new materials and colors that are aesthetically appropriate for use in Avenel. Just as new products and colors become available, others may no longer be available; therefore the list of approved synthetic alternatives changes from time to time. It would be impractical for the ACA to update these guidelines every time a new material is approved. Therefore, owners wishing to obtain the most up-to-date information should contact the ACA office. The ACA maintains a written list of up-to-date approved materials that are available to owners; at their request. Color selections and manufacturers for the approved roof materials are limited. Please check with the

ACA office for approved colors. Owners should note that simply because a particular roof or style has been approved for one home, approval for another home is not guaranteed.

Application:

Your application should include:

1. A completed Modification Application form;
2. A sample of the proposed roofing material;
3. A catalog sheet identifying full product specifications and color choice that the owner is proposing to modify as well as identifying the owner's current roof material.

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BASKETBALL EQUIPMENT

General Considerations:

The positioning of basketball equipment involves issues of visibility and noise. The best location provides enough room for a small half-court basketball play area, and locates the backboard so it is the least visible from the road, neighbors, or golf course. The best location also minimizes the amount of noise to adjacent neighbors.

Specifications:

Materials: In all cases, the Modifications Committee has determined that clear (no color or tint) ~~Plexiglas~~ Plexiglas-type backboards offer the least intrusion aesthetically. The Committee will require a clear type of backboard rather than opaque, tinted, smoke, or other color surfaces. Lighting of basketball backboards is not permitted.

Materials for Pole and Backboard on Free Standing Unit (garage or house mounted units are not permitted):

~~1. Clear (no color or tint) Plexiglas backboard, and a black or dark green painted pole.~~

~~1.~~
~~2. If pole pads are used it, they~~ must match the pole color (i.e., dark green or black).

Location:

Ideally, backboards should be located at least 20' from the nearest property line and 50' from the closest residence. Locations closer than this to property lines and/or other residences will be considered on a case-by-case basis. Specific locations are listed below in order of preference.

~~1. Rear yard~~

~~1.~~
~~2. Side of driveway~~

Portable Type Basketball Equipment:

Portable type basketball equipment, ~~that~~ which is not solidly installed into the ground, ~~will not be approved for permanent placement within front or side yards or otherwise where visible from street or neighboring views. This type of play equipment is considered temporary and should be removed from the premises when no longer in use needs to be removed from the yard overnight. Portable equipment is not recommended because it is difficult to move. The Association may, at its discretion, require landscape screening or reasonably limit the hours of use. that portable basketball goals can be used.~~

Screening:

In many cases, it is unavoidable that the location of the backboard will be within view of the street or neighbors. Therefore, evergreen trees will be required to provide screening. ~~8~~Eight to 10 ~~10 foot~~ foot tall trees are required for most situations. Trees should be planted approximately 6 to 8 feet apart on center and planted at the same time that the basketball equipment is installed. ~~Specify~~ The specific location of the trees will be agreed upon as part of the approval process. The

goal to be achieved by screening of basketball goals is to soften the view from the street and neighbors, rather than to completely block the basketball goal from view.

Application:

Your application should include:

- ~~1.~~ 1. A completed ACA Modification Application form;
- ~~2.~~ 2. A to-scale site plan, plat, or house location survey indicating the location of the proposed basketball backboard and pole;
- ~~3.~~ 3. A detailed drawing or catalog sheet showing the equipment details, including color;
- ~~4.~~ 4. A landscape plan showing all plant species, quantities, sizes, and location of trees proposed for screening.

PLAY EQUIPMENT

General Considerations:

Children's play equipment, including swing sets, jungle gyms, trampolines, sand boxes, and similar ~~type type~~ equipment, are joyous additions to a home. Respect for neighbors and the aesthetic quality of the Community must, however, be given due consideration. Such equipment may be placed on lots if screened from view from the street and from neighboring views and placed in such a manner ~~so~~ as not to constitute a nuisance to adjoining homeowners. Sheds, playhouses, treehouses, or other similar ~~free free~~-standing structures are not permitted ~~upon on~~ lots. Special considerations must be given for lots abutting the golf course where approval may not be possible given screening limitations.

Play equipment should be proportionately sized in comparison with the dimension of the yard so as not to eliminate a significant portion of yard space. Residents are encouraged to install equipment within a mulch bed. ~~Two~~ Two-acre lots may have more flexibility in size and placement of equipment due to the greater proportion of land, the proximity to other homes, streetscape, and golf course, and a better ability to adequately landscape screen the equipment from view.

Specifications:

The Modifications Committee prefers that play equipment be constructed predominantly of wood and left to weather naturally. Bright colors sometimes used for sliding boards and canvas awnings are not allowed for play equipment where visible to the street or adjoining neighbors. All accessories such as slides, swings, awnings, etc., must be hunter green.

Play equipment will only be permitted in the rear yard where it will not be visible from the street. Side or front yard locations are not permitted. Non-permanent play equipment should be located in rear yards and be removed from the lot when not in use. (~~see~~ See "Seasonal Decorations and Other Temporary Equipment").

Screening of the equipment should be accomplished by evergreens to ~~insure~~ ensure year-round protection. Consideration should be taken to ~~insure~~ensure screening from visibility by cars driving either way on the street(s) adjacent to the home. Screening plant material should be of a height great enough to conceal the majority of the play equipment, if not at the time of planting, then within no longer than 24 months from the date of planting by reasonable estimations of plant growth given the type of evergreen and soil and climatic conditions prevalent at Avenel.

The subject of basketball equipment is addressed in a previous section of this manual. All homeowners desiring to install any children's permanent play equipment, including permanent basketball equipment and related landscape screening, must ~~make application~~apply and be granted formal approval prior to installation. Portable type basketball equipment, that which is not solidly installed into the ground, is considered temporary and should be removed from the premises when no longer in use.

Application:

Your application should include:

- ~~1.~~ 1. A completed ACA Modification Application form;

- 1.
2. ~~2.~~ A detailed drawing or catalog sheet which shows the play equipment, including dimensions and color;
- ~~2.~~
3. ~~3.~~ A to-scale plan, plat, or house location survey showing the location of the play equipment, the existing home, all other lot improvements, and distance from property lines;
- ~~3.~~
4. ~~4.~~ A landscape plan showing evergreen plantings to be installed for the purpose of screening or softening the view of the play equipment. Plans must indicate plant species, quantities, sizes, and locations.
- ~~4.~~
5. ~~5.~~ Location of play equipment should be marked with flags for on-site inspection by the Modifications Committee prior to installation.

FENCES

General Considerations:

Fencing can be an architectural plus when of a certain design and when used in the right place and with abundant, well-designed landscaping. Conversely, it can, when not properly controlled, become an intrusion on the open character of the community from both an aesthetic and a physical standpoint.

Specifications:

The general philosophy of the Modifications Committee is to retain the open feeling of the community by limiting the use of fences to only those lots which require fencing because of children, pets, swimming pools, or other safety considerations; and in such cases, to permit only certain types of fencing which accomplish the desired effect. The Modifications Committee will review all fence requests received on a case-by-case basis. The guiding principle which should be used when selecting ~~the a~~ fence style is to specify a design ~~which that~~ is consistent with the character of the particular Avenel village in which the home is located. For example, it would be appropriate to use stone walls in ~~Player's~~ Player's Turning, brick walls in Prescott, and black wrought iron fencing in ~~the~~ The Gates or Chartwell.

The following fence materials will be considered:

1. Brick or stone walls;
2. Wrought iron with or without brick or stone piers or columns, or aluminum fence, which has an appearance and characteristics similar to wrought iron;
3. Three-board white Potomac ~~“horse country”~~ fencing, preferably rigid vinyl such as used on Oaklyn Drive in Avenel;
4. An approved builder-wide treatment of a section in one of the above styles or variations thereof, subject as always to the approval of the Modifications Committee.

Lots of two acres or larger ~~in size~~ represent a different scope of treatment for fencing of rear yards. While the underlying principles and objective remain the same as to the aesthetic qualities to be respected, because the distance between homes is so much greater, the Committee will consider on a case-by-case basis fences which are of a Williamsburg picket type, provided they are of high quality and either painted white, white rigid vinyl, or a natural non-rotting wood, treated for termite control. Since landscape crews require access to rear yards for lawn maintenance and enter and exit through the gates, self-latching gates are highly recommended.

Unless they are part of an approved streetscape design for an entire neighborhood in Avenel, fences can only be in the rear yards of homes and ~~must~~ not extend toward the street beyond the rear corners of houses. Additionally, the fences must be treated with landscaping to break the linear views along their entire lengths. For this reason, fences are to be installed ~~four feet~~ inside the property line (4' plus or minus as determined appropriate on a case-by-case basis) to allow adequate space for landscape screening to be planted outside the fence. In most instances, fences shall be installed four feet inside the property line, as deemed appropriate by the Modifications Committee, on a case-by-case basis. Additionally, exceptions may be granted on a case-by-case basis when a fence either ties into a neighbor's existing fence or is installed on or near the property line as mutually agreed upon, in writing, between two neighbors. In such instances, all costs associated with installation, ownership, landscape screening, and future maintenance of the fence and surrounding landscape, will be agreed upon in writing by both impacted neighbors, independent of the Association. In all cases, ~~t~~The view of the fence from the street must be heavily screened with evergreen landscaping. Fencing within a distance of ten feet from any

boundary of the golf course shall be prohibited unless prior written permission of the golf course and the Modifications Committee is first obtained.

Chain link fencing is highly discouraged and will be considered in rare instances only along the rear portion of a lot, providing it is installed within a densely wooded area, so as not to be visible to neighbors, from the street, or from the golf course.- Chain link fencing must be black.

Additional specifications regarding fence construction:

1. At the time of this writing, Montgomery County and the ACA requires fencing around all pools to be a height of 60"-."
2. The Committee has established 52"- as the maximum height generally allowable on lots without a swimming pool; unless special considerations pertain as to grades of the property or other architectural features in the judgment of the Committee.;
3. Fence heights may vary slightly depending on factors such as the style of the fence, installation methods, and terrain/grade changes. In consideration of these variables, height variations up to several inches shorter or taller than the approved fence height may occur from time to time.
4. All fences are to have access gates that, unless approved otherwise, should be compatible to with the fencing in style, design, material, height, and color. Gates must be a minimum width of 4'-4' wide for lawn maintenance purposes.
5. Fencing of rear yards generally must begin at the rear corner of the dwelling and not extend towards the street beyond the rear corner of the house. Exceptions may be made on a case-by-case basis in instances where a structural feature of the dwelling precludes placement at the rear corner of the home or other similar unique conditions justify the exception. In these rare instances, the Committee will strive to retain the open feeling of the community and will require placement to be located as close to the rear corner of the dwelling as possible.- Any exception granted to accommodate specific conditions shall be considered unique and shall not set a precedent for future exceptions.
6. Wire attached to fencing is discouraged, and the Committee will only consider approval providing the wire is professionally installed on the inside of the fence;
7. Standardized high high-quality deer fencing that is professionally installed will be permitted upon approval in rear yards only. Deer fencing should be constructed using black posts and wire and situated in a visually unobtrusive manner. Although deer fencing is not permitted in front or side yard locations, deer protection/netting will be considered on a case-by-case basis in front and side yards, providing it is compatible in scale and appearance with its surroundings. Netting It should be limited to small sections (not complete enclosures), preferably located at the front foundation of the home, where it blends into the existing landscape with a minimum visual impact and maintained in a visually appealing manner. Tree trunk protectors are also an acceptable front yard deer barrier.
8. (examples of acceptable front yard deer protection/barriers can be found on our website at www.liveatavenel.com);
All fencing will require landscaping to visually soften corners and views from adjacent lots and streets. (For invisible fencing, please refer to VIII. Standards for Maintenance of Lot Improvements)

Application:

Your application should include: *(Invisible Fences require the submission of items 1 and 2 only)

1. A completed ACA Modification Application form;

2. A to-scale site plan, plat, or house location survey showing the home, other improvements, and exact fence location, including distance from home and property lines;
3. A detailed description of the proposed fence, including a catalog sheet, photograph, or drawing;
4. The reason for the proposed fence;
5. A landscape plan showing plant species, quantities, sizes, and locations.

Examples of deer barriers that are permitted with prior approval in front yard locations:



A tree trunk protector



Plant netting covering plants or small bushes



Plant netting held just above annual plantings.

PAINTING/STAINING/COLOR CHANGES - EXTERIOR

General Considerations:

All exterior color changes or changes of paint type/finish on a home or other approved structure must be submitted in writing to the Modifications Committee for approval. Generally, the Modifications Committee is agreeable to colors that create a subtle, traditional effect, which is harmonious with the house and complementary to the surrounding homes and overall village color scheme. Particular care must be taken in selecting paint or stain colors on homes or structures within the town-home, cluster-type, and patio villages. The color selection must be in accordance with the established theme within the village.

When painting exterior surfaces, paint should be a flat/matt, low luster/satin, or semi-gloss finish, ~~and~~ not a high gloss finish.

~~No~~ Request for approval is not required ~~needed~~ to re-paint any exterior elements in the existing approved color(s) and/or finish already on the house.

Specifications:

Selected colors must be harmonious with the other colors ~~used~~ on ~~the the~~ structure, e.g., roofing, trim, and brick, and must also be harmonious with the color scheme utilized ~~used~~ in the village and neighborhood. ~~The village of Pleasant Gate. Generally, courtyard homes and town homes cluster, patio and town homes must remaining consistent with stay within the village's original color scheme. and in all cases, painting of the exterior brick will not be considered in these villages. Painting of a home's exterior brick in single family villages will be considered on a case-by-case basis, with careful consideration given to the home's location and, and proximity to other homes with a similar design design, color, and architecture. Painting of the home's exterior brick in the v Villages of Pleasant Gate, Prescott, Player's Crossing, and The Gates will not be permitted.~~

Application:

Your application should include:

- ~~1. ———~~ 1. A completed ACA Modification Application form;
- ~~1.~~
~~2.~~ 2. Sample color chips (minimum 2" square in size) of proposed new colors and existing paint colors to be retained;
- ~~2. ———~~
~~3.~~ 3. A written description and or, preferably, an illustration showing all surfaces to be painted;
- ~~3. ———~~
~~4.~~ 4. A color photograph showing existing finishes, including brick and roofing.

LIGHTING - EXTERIOR

General Considerations:

All exterior lighting must be applied for and approved in advance by the Modifications Committee.

As with all elements in Avenel, lighting of individual home sites is extremely important to the aesthetic appeal of the community. Typical site lighting may include lighting fixtures of the following types, subject to the specifications set forth in the paragraphs, which follow:

- Building-mounted lights at entries
-
- Garden and path lights
-
- Building-mounted security flood lights
-
- Flush up or accent lighting

Consistent with its daytime character, Avenel should be viewed as a traditional, quiet, natural nighttime setting without high intensity or overly decorative lighting. The intention is to provide adequate lighting as simply as possible, with a minimum number of fixtures and with low wattage lamps. Fixtures should be of a high quality that is traditional in design, compatible with building architecture and construction materials, and harmonious with the neighborhood. Whether building-mounted or freestanding, lighting fixtures should be properly located and directed downward, diffused, or shielded to avoid causing glare when viewed from adjacent properties or from the street. The lamps should provide a natural, subtle hue, light of a color, and high quality that is consistent with the property and neighborhood.

Specifications:

- Lamps should be low voltage equivalent to 100 watts or 1600 lumens or less for most applications.
- Unobtrusive building-mounted fixtures are preferred when possible.
- When building-mounted light is inadequate for proper illumination, high-quality, post-mounted fixtures of 8 ft. or less in height are preferred and need to be in mulch or planting bed. Mounting posts should blend with surroundings.
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-
- String/Patio/Café/Bistro ambient lighting – should be professionally installed in rear yard locations only. The bulbs should be low wattage and clear emitting white, warm white, or any variation of subtle white hue. The location of lighting should generally be relegated to specific areas such as decks, pools, and patios, and should be limited in quantity and size.
-
- Down-lighting such as moonlights ~~are~~ is prohibited for use above the roof line of the home.

- The maximum height for the installation of exterior lights will not exceed the eave line of ~~your~~ the roof.
-
- Low-level landscape lighting should be used sparingly, if at all, and for walkways and garden areas only. Lamps should not exceed 50 watts.- Fixtures should be subtle in design and dark earth tone color, should not exceed 12" inches in height from the ground, and should be spaced appropriately and at a distance far enough apart ~~so as~~ to avoid any kind of a commercial effect, which could create an "airport runway" feel. However, the allowable distance between lights will vary depending upon the type of fixture, wattage, length of lighting, configuration of the land, landscaping, and such other factors affecting the aesthetics and impact of the lighting.- All low-level landscape lights must be placed in plant or mulch beds.
- Security flood lights should be used only when necessary and for short periods of time, such as when tripped by a security system breach or turned on manually when noises are heard, etc.- However, when the rear lot line of a residence adjoins parkland, wooded areas or other similar situation, and the rear lot line does not adjoin a current or future residential lot or street, flood lights may be used for security purposes to illuminate the rear yard.- Flood lights should always be within attractive fixtures and not be of the bare bulb and socket variety. They should be mounted on the fascia board, under roof eaves, and should be a color that matches or blends with the surface upon which it is mounted.
- All conduit and wiring should be buried and out-of-sight.
- High wattage commercial/industrial type fixtures are unacceptable.
- Solar powered lights will be considered to the extent they conform to these specifications. Solar lamps, LEDs, and other style lights should illuminate white and not produce blue or other color hues. Sodium vapor quartz and other non-incandescent varieties of lamps are generally unacceptable.- New lighting innovations will have to be approved by the Modifications Committee, on a ~~case-by-~~ case basis in order to be used.
- Flush-up and accent lighting for building facades must be tastefully designed to provide lighting which is of low intensity and provides a warm aesthetic quality.- The fixtures used must be of a design that are neither obtrusive as visible fixtures nor provide any glare when viewed from adjacent properties or streets.- Preferably, flush up or accent lighting fixtures should be of a type that can be totally or partially buried in the ground.

Application:

Your application should include:

1. A completed ACA Modification Application form;
2. A to-scale site plan, plat, or house location survey showing buildings and property lines and showing existing and proposed lighting;
3. Placement of all proposed exterior lighting should be physically marked/staked on-site for observation by the Modifications Committee;

4. A catalog sheet of fixtures including photographs or drawings, descriptions, and lighting data;
- 5. A landscape plan (existing and proposed) showing plant species, quantities, sizes, and locations.- This is required so that the Modifications Committee may see how the lighting will be coordinated with the landscaping.

LANDSCAPING AND TREE REMOVAL

General Considerations:

Plans for additions or modifications to existing landscaping must be submitted to the Modifications Committee for approval. Approval for the removal of trees will generally be granted only where such removal is reasonably necessary for the construction of driveways, paths, or other approved lot improvements or in the event a tree is dead or has been deemed hazardous by a certified arborist. The Association may, ~~in~~ at its own discretion, engage its own certified arborist, at the cost of the applicant, to review an application, given the Association's general desire to maintain trees. In many cases, landscaping is required as an adjunct and a condition for approval of modifications such as the addition of a deck, fence, play set, basketball goal, utility, HVAC and other equipment installation, etc., as noted in other sections of the

Architectural Guidelines:-

At a minimum, the original landscape design and plantings approved for each house, as well as any subsequently approved additions, must be maintained and must not be allowed to deteriorate through plant loss and lack of replacement. As landscaping matures in age, it will likely lose its aesthetic appeal, and trees will often lack screening effectiveness. Owners are encouraged to periodically evaluate their landscaping and replace declining material on an ~~as~~ as-needed basis.

It is prohibited to plant on or remove landscaping from the Association's common areas without the express written approval of the ACA. Additionally, owners are not permitted to remove trees, shrubs, or understory material from Montgomery County Park Property, or County imposed conservation easement areas without the express written approval of the appropriate governing county agency as well as that of the ACA. Owners removing trees or other landscape material from such protected areas or adding additional landscape or other structures to such protected areas may be subject to fines imposed by the County and the ACA and may be required to restore the area to its original condition. Owners are responsible for complying with requirements and limitations imposed by County Code as it relates to the removal of trees and other landscaping.

Specifications:

Landscape modifications or additions should be integrated in a way that is harmonious with the existing landscaping on the lot and adjacent lots. When planting, consideration of future growth should be considered to avoid future growth from encroaching on neighboring properties. On lots where golf course views are a consideration, the Modifications Committee will carefully review planned landscaping as to any obstructions to neighbors' golf course views. Front yard landscaping will be carefully considered for its effect on the overall streetscape. Generally, landscaping serves to visually soften or provide a finished look to a lot and should not be planted in such a way as to create a fenced-in appearance.

Planting of annual flowers in yards or gardens is acceptable without making application to the Modifications Committee providing the flowers blend well with the existing landscaping. Vegetable and herb gardens are restricted to rear yard locations only, and prior Modifications Committee approval is required.

Revisions Adopted by the Modifications Committee 9/2018

Revised 5/2022

Decorative garden borders such as timber, plastic, brick, rocks, logs, etc., are not permitted. Stone borders and boulders are permitted on a limited basis and must be incorporated into a landscape plan that is submitted for approval by the Modifications Committee. The use of gravel is not permitted in gardens, or anywhere that is visible to the street or neighbors. If river stones are proposed, earth tones are required. River stones should be sized appropriately and residential in nature versus larger industrial or rip rap type rocks. Mulch should be brown tones; red cedar ~~and black~~ mulch ~~are~~ is not approved for use.

Planters on steps and walkways are generally acceptable without making application to the Modifications Committee provided they are in keeping with the ~~community~~ community-wide standards. The use of synthetic flowers and landscape is not ~~permitted~~ permitted.

Tree removal is a very serious issue, which should only be undertaken when necessary for aesthetic, grading, or safety reasons. All requests for tree removal must be approved by the Modifications Committee. Tree removal may also be necessary in order to accomplish another modification. If tree removal is requested, the trees to be removed must be flagged ~~on~~ on-site, and your plan must identify the trees to be removed and the reason for the removal. Owners are asked to carefully plan modifications so as to eliminate or minimize the need to remove any trees. In most cases, the owner will be asked to offset any tree loss, whether associated with another modification or not, with new plantings. In instances where new or replacement plantings are not required, the tree stumps must be removed, and mulch beds/rings should be restored to turf.

Natural Wooded Areas:

Naturalized wooded areas are an important feature of the community, and preservation is an important goal of the Association; however, the Committee will balance this goal with an owner's need to address hazardous conditions. Removal of live trees (unless they are deemed hazardous to persons or property) is not permitted in natural wooded areas without the express written approval of the Association or Modifications Committee. The Committee may, on a ~~case-by-case~~ case-by-case basis, require written certification from a certified arborist, confirming that a tree is deemed hazardous and requires removal. The Association may, ~~in~~ at its own discretion, engage its own certified arborist, at the cost of the applicant, to review an application, given the Association's general desire to maintain trees. If a tree is approved for removal from a naturalized wooded area, the Committee will evaluate conditions, on a ~~case-by-case~~ case-by-case basis, and may require replacement with a like kind native tree. Large mature native trees will require a substantially sized replacement tree, generally at a minimum of 3 to 3-1/2 inches in caliper. Dependent on the size of the tree that is removed and existing conditions, the Committee may require the planting of more trees than have been approved for removal. For instance, a requirement to replace two or three trees to take the place of one removal may be required.

Application:

Your application should include:

1. Completed ACA Modification Application form including the reason for the request for tree or

_____landscape removal;

1. _____
2. ~~2.~~ Site plan, plat, or house location survey to scale showing the location of the proposed plant material (or tree to be removed), existing plant material, existing buildings and other improvements, and property lines;
3. ~~3.~~ Schedule of new plant material indicating species, height at the time of planting, caliper where appropriate and quantities;
4. ~~4.~~ Detailed description and location of any structural elements such as retaining walls;
4. _____
2. ~~5.~~ Evidence of Montgomery County approval may be required;
5. _____
6. ~~6.~~ An Arborist Report if applicable.

Revisions Adopted by the Modifications Committee 9/2018

I. INTRODUCTION

The initial development of a lot, construction of a new home and any other improvements undertaken at the time of new construction must first be reviewed and approved in writing by the Modifications Committee. After the initial approval of new construction, any future changes proposed to the exterior of the home or property will require a modification application and prior approval of the Modifications Committee. Additionally, any changes to an approved modification application shall be resubmitted to the Modifications Committee for approval.

The Board of Directors and The Modifications Committee of the Avenel Community Association, Inc. (ACA) are pleased to provide you with this Architectural Guidelines Manual for your use in preparing an application for architectural review by the Modifications Committee. The manual answers commonly asked questions such as:

- How and where do I submit an application to the Modifications Committee?
- What detailed information should I include on the application and the accompanying plans?
- What items will the Modifications Committee consider in determining whether my plans are acceptable?
- Do I need input from or prior approval from my neighbors, or make them aware of proposed changes?
- How does the Modifications Committee operate?

The purpose of this manual is to serve as an adjunct to the Declaration of Covenants, Conditions and Restrictions ("Covenants") and the Declaration of Protective Land Use Standards (the "Declaration") (together as amended, "Governing Documents"), found in your homeowner's manual and recorded against your property, and to implement the Modification Standards and Application Review Procedures as contemplated and authorized in Article XI of the Covenants. This manual is intended to provide you with the information you need to understand the architectural review procedure and the standards applicable to modifications to your property.

Each application is considered on a case-by-case basis because circumstances vary greatly for different lots. While approval of modifications by neighbors in general is not a requirement, as a courtesy, the ACA highly encourages that the applicant inform neighbors of any pending major modifications and advise them that plans are open for review at the ACA offices. In some instances, the Modifications Committee, at its sole discretion and on a case-by-case basis may require that neighbors be provided notice of the requested or pending modification. While a neighbor's comments are not binding on decisions of the Modifications Committee, written comments or other information provided to the Modifications Committee, will be taken into consideration.

Ultimately, the goal of the architectural review standards and procedures is to assure quality design and construction, while preserving and enhancing e-the unique traditional quality of Avenel, as well as the unique characteristics of the community and its individual villages, and maintaining to maintain the uniform, high aesthetic standard. ~~§t~~.hat makes Avenel a desirable place to live and ultimately preservepreserves and enhances property values in the community.

The Board of Directors of the ACA welcomes any comments or suggestions you may have regarding this manual.

II. DESIGN CRITERIA

General Principles:

The Modifications Committee is responsible for applying certain standards in making decisions regarding architectural improvements at Avenel. The standards are generally defined under "Use Restrictions" in the Declaration and underlie the specific guidelines contained in the following sections of this manual.

The guiding principles which direct the Modifications Committee in making its decisions include, but are not limited to,:

- Protecting owners against improper use of surrounding lots that as-might depreciate the value of their lots
- Guarding against the erection of poorly designed or proportioned structures or the use of unsuitable materials
- Assuring that a percentage of lot "green space" is maintained and that improvements are in proportion to lot size
- Promoting harmonious color schemes, quality design, and construction.
- Preventing haphazard and inharmonious improvement of lots
- Assuring that designs, colors, and materials are consistent and/or compatible with the original theme of each individual village and are harmonious with neighboring properties

In all cases, the Modifications Committee is concerned with the impact and aesthetic appearance from neighboring lots, streets, common areas and the golf course. - Furthermore, the Modifications Committee is mindful of any improvements, Itvhih serve tothat create a precedent in the community.

Approvals granted by the Modifications Committee are done so on a case-by-case basis. The Committee's goal is to preserve Avenel's traditional quality by maintaining the continuity within each village, seeking quality architecture, design, construction, and materials in order to meet and ~~and~~ the community-wide high aesthetic standards ~~that are unique to Avenel.~~

Approvals in no way indicate that the Modifications Committee has made engineering reviews or conducted physical surveys relative to the proposed change. Owners shall remain responsible for any structural soundness or impact of the planned improvements and shall be responsible for the proper location of the improvements consistent with the Guidelines and Governing Documents.

The Modifications Committee may deny applications that are not **in** keeping with these general principles and guidelines.

Special Considerations for Town Homes, Cluster Homes and Patio Homes and Village Themes:

The original building plans for attached or cluster-type homes in Avenel were approved in accordance with established themes, which characterized and distinguished one Avenel village from another. The themes within the villages were established through house design, finish materials, exterior colors and community architectural treatments such as decorative stone or brick walls or characteristic fencing or entry details.

Because of the close relationship of one house to another, attached or cluster-type housing requires a high degree of architectural consistency in accordance with the existing established themes. Alterations and additions to one property may affect privacy and may create a direct impact on adjacent properties. The Modifications Committee may restrict specific individual improvements or modifications for the overall benefit and aesthetic consistency of cluster type homes or the individual Villages.

Special Considerations for Detached Single-Family (Non Cluster-Type) Homes and Related Village Themes:

Certain Avenel villages, which are comprised of non cluster-type development, also enjoy a community "theme" which the Modifications Committee will respect and consider in making decisions on applications from owners in these sections, much like the consideration which would be made in reviewing an application on a smaller lot or cluster type village. Generally, owners of property with detached housing have more leeway in choosing acceptable design solutions or making improvements on their property, particularly if owners of lots have two acres or more with greater front and side setbacks. This is simply attributed to the fact that they have more room to work with, are better able to provide adequate privacy screening, may have less of an impact on the streetscape consistency, and are often less visible from neighboring properties, common areas and the golf course. There will be no relaxation of standards by the Modifications Committee simply because an improvement is requested on a larger lot. Notwithstanding these concepts, the Modifications Committee will restrict improvements or modifications to those that are consistent with the village theme and aesthetic appearance.

III. GUIDELINES FOR CERTAIN ASPECTS OF USE RESTRICTIONS AND MODIFICATIONS TO HOMES AT AVENEL

All-Inclusive Submission Facilitates Review & Approval:

The Modifications Committee receives daily requests for architectural items to review and process. In order to facilitate the process, and in order to provide a timely and thorough response to requests for architectural additions or modifications, the Modifications Committee urges owners to submit items for review in an all-inclusive manner. Rather than submitting plans on an item-by-item basis as you progress through the improvements you plan to make to your home or lot, we request that, whenever possible, you devise your entire plan from the outset. The forethought will benefit you by saving time (and possibly money) in the early stages, and it will assist the Modifications Committee by providing the entire picture of the changes you desire to implement.

As an example, when you submit a pool plan, the Modifications Committee also requires that you provide the accompanying deck or patio plan, an exterior lighting plan with types of blubs to be used, including wattage, a complete landscape plan, with location and type of plant materials to be used, and the fencing plan and its specifications. Please note that if you have considered landscaping needs in connection with the planned improvement for your home and feel that no additional plantings are required, please indicate as such on your application.

Applications for modifications should be mailed to or dropped off to the:

Avenel Community Association
9501 Beman Woods Way
Potomac, Maryland 20854

Application Fees:

Article XI, Sections 1 and 2 of the Covenants provide that all reasonable costs incurred by the Modifications Committee in reviewing and approving new construction and proposed modifications shall be the responsibility of the applicant and, unless waived, that a fee of \$150 or such other amount determined by the Committee shall be charged. The Modifications Committee, as approved by the Board of Directors, has adopted a policy waiving the application fee for routine modifications but has determined that an application fee is deemed necessary and appropriate for "Major Additions" in light of the complexity of the review process and the costs that may be incurred by the Committee in order to complete the review process. Such application fee may be modified from time to time as a result of escalation in costs for services. The current application fee for Major Additions shall be as provided in the Schedule of Fees adopted from time to time by the Board of Directors and shall be submitted at the time of the submission of the application. "Major Additions" include but are not limited to the following: home additions, garages, porches, sunrooms and such other large projects where full architectural drawings are necessary for review and/or the complexity requires the Modifications Committee to seek outside consultation from architects, engineers or other similar consultants.

The Modifications Committee may, in its discretion, determine that a project falls within the definition of a Major Addition. New Home Construction shall always be considered a Major Addition and the application fee for new construction shall be greater than that applicable to modifications that are deemed Major Additions and such application fee shall be as provided in the current Schedule of Fees adopted by the Board of Directors. As the application fees for Major Additions, including new construction, are intended to cover the Committee's costs of review,

any unused portion of the application fee may be returned to the applicant after final and satisfactory completion of the project.

Additional Costs Associated with Modifications and New Construction

Depending on the complexity of the proposed modification, the Modifications Committee may determine that additional fees may be charged to the applicant to cover the costs incurred by the Association for the review, which costs may include but may not necessarily be limited to the administrative costs, costs of outside architects, engineers, or other consultants that may be deemed necessary by the Committee. As with any of the application fees, any unused portion of such additional costs collected may be returned to the applicant.

Additionally, all New Construction of homes and other Major Additions shall require a deposit to the Association to assure compliance with the Governing Documents and the Guidelines and to cover the costs of any damages caused by the construction activities to Association common area property and facilities. Such deposit amounts due shall be as provided in the Schedule of Fees adopted by the Board of Directors from time to time. Such deposited funds may be used by the ACA to repair damages caused by the construction activities or to obtain compliance with the Governing Documents and Guidelines after written notice is provided to the applicant. As with the other fees charged, any unused portion of such deposits may be returned to the applicant upon the satisfactory completion of the project.

The following "Considerations, Specifications and Guidelines" will assist you in making an all-inclusive submittal. By following these Guidelines, you should find that the procedure for submitting applications for review to the Modifications Committee is a very straightforward, simple process. The ACA has attempted to include the most common modifications in this manual, although there may be some exterior changes desired by owners which have not been included. This does not preclude the necessity to apply for approval on such a modification. For further information in this regard, please contact the ACA office at 301-299-5916.

IV. IMPORTANT REMINDERS

Limitations of Modifications Committee and Responsibilities of Applicant:

The Modifications Committee reviews applications for aesthetic qualities only to consider whether the proposed lot improvement or modification will be visually pleasing and will conceptually fit into the overall ambiance and character of the site and the village theme and compliance with the Declaration and these Architectural Guidelines. The Modifications Committee does not inspect nor is it responsible for the following:

1. Structural integrity of any proposed construction
2. Changes to existing elevation/grading or drainage resulting from the construction
3. Location of property lines and ensuring that the construction is solely within the applicant's property
4. Compliance with applicable set back requirements
5. Compliance with applicable permit and code requirements as related to the construction and/or the materials used in the construction.

The Modifications Committee may require the applicant to provide a professional survey, plans and specifications from a professional architect or engineer and evidence of pennit or code compliance. However, the applicant shall remain responsible for any deviation of the improvements or modifications from code requirements and industry standards and shall remain responsible for any damages to the common area or other owners' property resulting from the construction of the improvements or modifications. The ACA may deduct funds from the deposit submitted by the applicants to cover the cost of repairing damages caused by the construction activities or obtaining compliance with the Guidelines. All applicants must comply with applicable ACA and Montgomery County set back requirements. The Modifications Committee shall not be responsible for making any determination as to the compliance of the improvements or modifications with these requirements.

Notwithstanding the above, notice is hereby given to all owners that there are various code and industry standards applicable to proposed improvements and modifications that may be made within the ACA. Owners seeking to implement improvements and modifications are urged to consult with applicable governmental officials, their own architects, engineers, attorneys and other consultants to ensure compliance with all such applicable requirements. The Owner shall at all times be responsible for the maintenance of improvements and assumes all liability for any damage to the ACA or other owners property that may occur due to modifications made.

County Approvals:

Many exterior projects require a review and permit from Montgomery County in addition to Modifications Committee approval. The property owner is responsible for all such County approvals. Montgomery County authorities should be contacted before commencement of work to be sure that any and all required permits have been obtained and that any applicable county codes are followed. County approval does not preclude the need for Modifications Committee approval, nor does Modifications Committee approval relieve the applicant of the responsibility to obtain county permits. In some cases, Montgomery County may require written confirmation of the Modifications Committee approval before issuing a permit.

When considering submitting a modification application, do not rely on a modification your neighbors may have done to their property. Each application is processed individually considering the conditions applicable to the specific lot and home, and each owner is responsible for obtaining approval from the Modifications Committee and applicable governmental agencies.

Modifications by Prior Owners:

Purchasers of a resale property are occasionally notified that they are in violation of the Governing Documents and/or these Architectural Guidelines because of an existing unapproved architectural modification on their property. Current owners are responsible for any existing violations and for providing purchasers with a statement as to whether they "have actual knowledge of any pending claims, covenant violations actions, or notices of default against the lot." (Refer to Section 11B-105 of the Maryland Homeowners Association Act, Section 11B-101, *et seq*, Real Property Article Annotated Code of Maryland, as the same may be amended from time to time, hereafter "HOA Act").

In accordance with the HOA Act, a selling owner is required to disclose covenant violations that exist on the property to a potential purchaser. Upon request by the selling owner or their representative, the ACA may make a visual inspection of a property, and issue a statement as to whether any violations were observed during the visual inspection and whether the ACA is aware of any pending violations that a selling owner should disclose to a potential purchaser in accordance with such owner's obligations under the HOA Act. Notwithstanding the issuance of such statement by the ACA, if a condition is found to be a violation of the Governing Documents or the Guidelines after the new owner has taken possession of the property, the new owner remains responsible for that covenant violation, whether or not it was existing prior to the sale of the property and whether or not it was noted in the ACA's statement. The obligation to disclose such violations remains the responsibility of the selling owner.

Should a subsequent owner find that there is a violation on a property, such owner should remove or correct the violation or, alternatively, if the previous owner did not seek approval, the subsequent owner should submit an application explaining the matter and requesting approval. Purchasers of resale homes are urged to review the Governing Documents and these Architectural Guidelines, and to require the selling owner to provide the ACA's resale certificate. This certificate shall include a statement as to any known and observed violations or conditions that do not meet the community-wide high aesthetic standards of the Governing Documents or these Guidelines and outstanding unpaid fees due the ACA, and to also inspect the property prior to purchase.

V. CONSIDERATIONS, SPECIFICATIONS AND APPLICATION GUIDELINES

General Specifications:

Modifications can have a significant impact both on the appearance of your home and on neighboring properties. Connectivity to the existing home and structures should be designed in a seamless manner. The Modifications Committee will carefully consider this impact when making decisions regarding proposed modifications.

The design of all modifications must be compatible in scale, character, material, and color with that of your home's original design and that of the village in which it is located. The location of the modification should be planned to minimize the effect on neighboring properties and streetscape as it relates to their privacy, views, and peaceful enjoyment.

- As trends in residential building style architecture and design evolve, modifications the-- incorporation of transitional architecture will be considered carefully on a case-by-case basis. In these instances, A-a seamless transition of the architectural design should be achieved through design, balance, proportion, and the use of quality materials and construction::: in a manner that harmoniously blends with the theme and design of the original home, village, and neighboring properties.

—Question: What is transitional architecture? Answer: Where modern architecture can co-exist with traditional style while remaining compatible with the original theme of the home and harmonious with the village and neighboring properties.

Additions should also be located so as to minimize the removal of trees and the impact on existing landscaping or other vegetation (Please refer to the Landscape - Tree Removal Specifications).

The Modifications Committee will likely require that additional landscape screening be planted to visually soften the view of your modification from neighbors, the street, and/or the golf course.

Screening of utilities, HVAC units, electrical boxes, generators, pool equipment, etc., should be achieved with natural evergreen landscape to provide year-round coverage. To maintain consistency throughout the community, wood, lattice screens, or other similar enclosures are generally not permitted as a means of screening unless, in most cases, also accompanied by landscape screening and approved by the Modifications Committee.

Approvals granted by the Modifications Committee are done so on a case-by-case basis. The Committee's goal is to preserve Avenel's traditional quality by maintaining continuity within each village and, seeking quality architecture, design, construction, and materials, in order to meet the community-wide high quality standards and aesthetic appeal. standards. The Committee's goal is to preserve Avenel's traditional quality by maintaining the continuity within each village and the community-wide high aesthetic standards that are unique to Avenel. Approvals in no way indicate that the Modifications Committee has made engineering reviews or conducted physical surveys relative to the proposed change.

The applicant acknowledges sole responsibility to ensure that the-changes do not adversely impact drainage or other environmental or topographic conditions, that all changes are located

on the applicant's lot and within the required setbacks, and that all permits are obtained and in compliance with Montgomery County and Maryland State Laws. .,-(If there is uncertainty relative to lot lines, obtaining a survey is recommended.), and that all permits are obtained and in compliance with Montgomery County and Maryland State Laws.

Application:

All applications will require the following:

1. A completed ACA Modification Application form.
2. A to-scale site plan or record plat (scale not less than 1" = 30') showing the location of the proposed modification in relation to your home and all property lines.
3. The location of proposed improvements such as basketball goals, play-sets, trampolines, sports courts, swimming pools, home additions, etc. should be clearly delineated and marked to show location and size.

4. A catalog cut sheet and specifications, brochure, color swatch, or picture of proposed modification (when applicable).
5. A landscape plan (scale not less than 1/4" = 1') showing proposed location of new landscape and defining the species and size at time of planting.
6. A full set of architectural drawings for large scale additions or modifications. Drawings larger than 11" X 17" must be submitted with ten (10) copies.

As Avenel has grown and evolved through the years, the specifications have changed and been refined. A-Avenel's on-going goal is to continually strive to meet homeowner needs, and at the same time maintain the unique beauty in surroundings that one is accustomed to in Avenel.

On the following pages you will find additional detailed specifications for some of the most frequently requested modifications.

VI. ADDITIONS, MAJOR (e.g.: Rooms Additions, Screened Porches, Garages, Sunrooms, Pool Houses) AND NEW CONSTRUCTION

General Considerations Applicable to Major Additions:

Major additions can have a significant impact on the appearance of the original building and on neighboring properties. The Modifications Committee will be sensitive to this fact in making its decisions regarding such additions. The overall size of the modification will be considered as it relates to the size of the lot to assure that adequate and reasonable green yard space remains.

The owner may submit conceptual drawings or preliminary plans for Modifications Committee review and comment before more detailed plans are made. - Any preliminary comments are not to be interpreted as final approval by the Modifications Committee.

Specifications Applicable to Major Additions:

The design of the addition must be compatible in scale, massing, roof pitch, character, materials, and color with the original house. - The location of the addition should be planned to minimize the effect on neighboring properties as it relates to their privacy and views, and located to minimize the removal of trees and other vegetation. The Modifications Committee will likely require additional landscape screening which is adequately sized at the time of planting to visually soften the view of the addition from the neighbors, street or golf course. Changes in grade or drainage resulting from the addition must not adversely affect adjacent property.

Additions should be attached to the main dwelling of the house and blend seamlessly in connectivity. - Garages are to either be attached to the main dwelling of the house or connected to the main dwelling by a breezeway. Generally, other ~~free-standing~~ buildings, such as greenhouses, or similar structures are not permitted but will be considered on a case by case basis. Sheds are prohibited.

Major Addition Application:

Your application should include:

1. A completed ACA Modification Application form and an application fee as provided in the current Schedule of Fees adopted by the Board of Directors. Depending on the complexity of the addition, the Modifications Committee may, at its sole discretion, determine that additional fees may be required to cover anticipated costs that may be incurred by the Committee in reviewing the application. These additional costs may include, but are not necessarily limited to, the use of outside architects, engineers, and other similar consultants deemed necessary for the review. Any unused portion of the Compliance fees collected will be returned to the applicant.
2. A to-scale site plan and/or record plat (scale not less than 1" = 30') showing the location of the proposed addition, the existing building and the setbacks from all property lines;
3. A detailed architectural rendering to include construction elevation drawings for all newly proposed views (scale not less than 1/4" = 1'-0");
4. A drawing or photograph for all views of the existing building and site conditions before the proposed changes;
5. Samples of colors and materials, if different from the existing building. - If using matching materials, please indicate so;

6. Catalog clippings of exterior lighting specifications if any (see Guidelines for Lighting - Exterior);
7. A landscape plan (scale not less than 1/4" = 1'-0" or as deemed appropriate by landscape industry standards) showing all plant species, quantities and sizes at time of planting. Alternatively, proposed planting may be shown on site plan if the plan is not overly complex;
8. Notation of any plants or trees to be removed or transplanted with a clear depiction of the old versus the new location;
9. A detailed drawing showing the location of existing and newly proposed drainage systems s
10. Any additional information or materials the Committee may deem necessary for its review.

General Considerations Applicable to New Construction

All new construction must comply with the Guidelines and the general scheme and unique quality of the ACA and the specific characteristics of the village.

Specifications Applicable to New Construction:

The design of new construction must comply with the Governing Documents, the Guidelines and the village character in house design, scale, character, materials, setback from the street and neighboring property lines and impact to neighbors, landscaping and other components of the property.

New Construction Application

Your application should include:

1. A completed ACA New Construction Application form and application fee as provided in the current Schedule of Fees adopted by the Board of Directors. The Modifications Committee may, at its sole discretion, determine that additional fees may be required to cover anticipated costs that may be incurred by the Committee in reviewing the application. Additional costs may include, but are not necessarily limited to, the use of outside architects, engineers, and other similar consultants deemed necessary for the review. Any unused portion of fees-the Compliance Fee collected will be returned to the applicant.
2. A to-scale site plan and/or record plat (scale not less than 1" = 30') showing the location of the proposed construction and the setbacks from all property lines;
3. A detailed architectural rendering to include construction elevation drawings for elements of the construction (scale not less than 1/4" = 1'-0");
4. A drawing or photograph for all views of the site conditions before the proposed construction;
5. Samples of colors and materials planned, including, but not limited to, siding, roofing,

| shutters, trim_ and fencing:

- 5. Catalog clippings of exterior lighting specifications (see Guidelines for Lighting - Exterior);
- 6. A landscape plan (scale not less than 1/4" = 1'-0" or as deemed appropriate by landscape industry standards) showing all plant species, quantities, and sizes at time of planting. Alternatively, proposed planting may be shown on site plan if the plan is not overly complex;
- 7. Notation of any plants or trees to be removed or transplanted with a clear depiction of the old versus the new location, noting specific limitations and restrictions contained in the Governing Documents and the Guidelines;
- 8. A detailed drawing showing the location of proposed drainage systems ;
- 2. Garage and parking plan;^a
- h Walkways, driveways and other similar improvements;
- 4. Pool, tennis court, or other similar facilities;
- h.1b Any additional information or materials the Committee may deem necessary for its review.