

September 1, 2017

DREXEL WOODS HOMEOWNERS ASSOCIATION, INC.
6400 Baltimore National Pike #158
Catonsville, Maryland 21228

Dear Homeowner,

The Declaration of Covenants, Conditions, Restrictions (hereafter referred to as the Declaration), a copy of which should by law, have been provided to the owner at settlement, provide that the Board of Directors of the Drexel Woods Homeowners Association, Inc. or its appointed Architectural Control Committee, must approve any addition, change, alteration, or modification to the exterior of any property in Drexel Woods. This requirement, codified in Article VII of the Declarations, is designed to ensure that the entire community retains an appropriate, harmonious, and heterogeneous appearance that both enhances the experience of living in our community and retains and enhances the marketability of our property in the future. Knowledgeable real estate professionals tell us that community appearance, property maintenance, and reasonable uniformity indicates to potential buyers that a community is stable, robust, and desirable; and that is a good investment.

Since its inception, the Board of Directors has appointed homeowners of the community to serve as members of the Architectural Control Committee (hereafter referred to as the Committee), and has delegated to that Committee the authority to review and approve or disapprove requested additions or modifications to the exterior of homes in the community. Throughout its existence, and with the approval of the Board of Directors, the Committee has established certain rules and guidelines governing such changes that ensure a reasonable balance between the desires of individual residents and the intent of the Declarations to maintain the appearance of the community.

Attached is a compilation of these rules and guidelines for changes and/or additions to the exterior of your home and property. This material is provided as a guide to changes or additions you are contemplating making to the exterior of your home. Since it contains answers to the most frequently asked questions about exterior home changes, it can be most helpful in your planning. However, it does not represent approval for any such changes or additions.

Each homeowner is required to request, in writing, any additions or changes they may want for the exterior of their home and property. Do not get yourself into signing a contract or purchasing materials until approval has been signed. If you do not get approval for any changes, that have been made, you will be asked to remove, and/or tear down your changes to the exterior of your property at your own expense. Call to request an Architectural Change Request Form at the above telephone number or go to www.drexelwoods.com and access the Documents and Forms page.

Approval by the Committee or Board of Directors is neither in lieu of nor in substitution of any permits, which may be required by the Baltimore County Code. The Architectural Control Guidelines set the minimum standards for Drexel Woods; county codes may be more restrictive in some instances. It is the homeowner's responsibility to secure information on all applicable codes and to obtain all necessary permits.

In some cases, changes or additions outlined in these rules and guidelines may represent automatic pre-approval for the designed alterations. In all such cases, the pre-approval will be clearly marked in bold type as shown here. You should carefully review the guidelines to ensure that your proposed alterations fully and completely comply with every detail of these pre-approved guidelines. If there is any doubt or question in your mind, do not proceed with your alterations without obtaining written approval from the Committee.

Any changes, additions, or alterations not specifically pre-approved as indicated above require written approval of the Committee before the project is undertaken. The Committee must receive requests for all such changes, additions, or alterations at least 30 days prior to signing any contract, installation, and/or change to give the Committee adequate time to respond to your request. Requests must either be sent via e-mail to:

hoa_mailbox@drexelwoods.com

or mailed to:

Drexel Woods Homeowners Association, Inc.

Attn: Architectural Control Committee

6400 Baltimore National Pike #158

Catonsville, MD 21228

The Committee may approve or disapprove the request, or may request additional information that is needed to permit them to review the request. The decision of the Committee on each request is binding to the homeowner. You are legally bound to abide by the rules and restrictions set forth in the Declarations and in these rules and guidelines established by the Committee and the Board of Directors. Any expenses associated with removal and/or restoration of property to pre-existing condition to remedy unapproved changes will be the responsibility of the homeowner, including any legal expenses incurred by the Drexel Woods Homeowners Association, Inc. to enforce compliance.

DO NOT BEGIN ANY PROJECT PRIOR TO OBTAINING APPROVAL. DO NOT COMMIT YOURSELF TO A CONTRACT FOR PURCHASE OF ANY MATERIAL OR FOR INSTALLATION UNTIL YOU HAVE THE NECESSARY APPROVAL!

The rules and guidelines in this document, dated September 1, 2017, supersede all other rules, regulations, and guidelines related to additions, changes, or alterations to exterior of property previously established and purchased by the Architectural Control Committee and approved by the Board of Directors. Any inconsistency between previously published rules and guidelines

and those contained herein must be resolved in favor of this publication, or must be resolved by direct action of the Committee or the Board of Directors.

The Board of Directors

Drexel Woods Homeowners Association, Inc.

ARCHITECTURAL GUIDELINES

APPROVED COLORS

See Painting and Caulking and/or a particular subject. For example, the discussion of window flower boxes specifies the approved colors for such boxes, and other discussions contain a reference to "painting" for a discussion of approved colors.

ANTENNAS OR SATELLITE DISHES

Are allowed under Federal Communication Commission regulations.

ATTIC VENTILATORS

Permitted only on the rear roof, attic ventilators must be installed sufficiently below the peak of the roof so that the attic ventilator is not visible from other homes across the street.

BRICKWORK AND SIDING

All replacement, repair, or restoration of exterior front/side/rear brickwork or of exterior siding on any part of the home must be pre-approved. Brickwork and siding must be replaced with like material and in like style and color. Pictures or drawings and detailed specifications must accompany the request for approval.

CARPETING (EXTERIOR)

Exterior carpeting is not permitted on front porch or steps. Exterior carpeting is permitted on rear patio or deck. Color must be a shade of green or brown to match or contrast to surroundings.

CLOTHESLINES

See Laundry Trees.

COMMON GROUND

Common ground is defined as those portions of the community not included in the specific property lines of each homeowner. Common ground includes that portion of ground between the sidewalk and curb directly in front of each property, and the easement portions beside any other sidewalk area. Homeowners are not permitted to place any structure, sign, or material, including fencing, on common grounds. Fruit and vegetable gardens are also not permitted on common grounds. Firewood may not be stacked on common sidewalks, nor on the grass segments of common ground. Neatly stacked, and properly maintained firewood stacks may be placed at wood line, but deteriorating or unsightly stacks must be removed at the request of the Architectural Control Committee or the Board of Directors.

Cutting of the common ground grass between the sidewalk and curb of each home is included in the Association's lawn care contract. This area is maintained solely in grass; and no planting, landscaping, etc. is permitted in this area.

No vehicle traffic is permitted on common ground. Access to property that requires vehicles to cross either grassed common space or common sidewalks is forbidden. Many homes have gutters that interconnect and are piped through the side of end units from the front runoff in common space. This PVC piping is located only a few inches below the surface and will collapse under the weight of a vehicle. Damage to this piping can lead to water damage to homes and property. Homeowners planning delivery of equipment or materials, or planning work to be done in the rear of the home must advise contractors or delivery persons that vehicles cannot leave the roadway or parking spaces because of this restriction. Homeowners are responsible for any damage caused by failure to follow this restriction.

DECKS

See Patios and Decks.

DOORS (EXTERIOR)

FRONT DOOR

Replacement must be of the style and type currently used within the community, i.e. door with two top windows, door with nine panes centered in the top half of the door, **or fan lite (half moon window)**.

Picture or drawing and detailed specification of proposed door must accompany request for approval. See also Painting for approved door colors.

STORM DOOR (FRONT)

Must be of style and type approved by Committee. Picture or drawing and detailed specification of proposed door must accompany request for approval. Storm doors must be black, dark brown, or buff (the same color as the trim around the front door; Sherwin Williams Buff, BM 75-25). Screening must be black.

Additional styles with black wrought iron designs have also been approved.

PATIO DOOR (REAR)

Replacement must be of same style and type of sliding door as currently used within the community or the hinged glass patio doors (opening in/out vs. sliding) may be approved. An additional storm door or security door may be added to the patio entrance. Picture or drawing and detailed specification of either replacement or additional door must accompany request. Screening must be black.

SECURITY DOOR (REAR)

Security doors for patio doors are permitted. Pictures must be submitted with the request for approval. See also Painting.

FENCING

All fencing shall be constructed of wood materials and shall be maintained in its natural condition or stained in a wood hue. No painting of fencing is permitted. All fencing shall be a maximum of 60 inches (5 feet) and a minimum of 48 inches (4 feet) in height. Style of fencing shall be either Picket, Board on Board, or Stockade. Fence posts shall be securely anchored in concrete. Perimeter fencing shall enclose the entire rear yard following property lines, and meeting the rear wall of the house at the property line; except that end properties shall have fencing proceeding along the side property line to a point no closer to the front building line than the midpoint of the house, at which point the fence shall be joined to the side wall of the house to form the complete enclosure. Gate or doorway in fence shall be at rear, but for end units may be in front or side of fence.

Privacy fencing may be installed on either both sides of the property, extending from the rear wall of the house, following the property line, for a distance not to exceed one-third the distance from the rear wall of the house to the rear property line. Pictures or drawings and detailed specifications must accompany the request for approval.

FIREPLACE

A fireplace with exterior chimney may be installed in the rear of the home or on side of an end unit. Interior fireplaces with stainless steel chimneys of the type originally installed in many homes are also permitted provided that the venting is through the roof. A picture or drawing as well as detailed plans and specifications must be submitted with the request for approval. Building permits are required.

FLAG POLES/FLAG HOLDERS

Flags may be displayed provided the flag pole/holder is of the type that attaches to the front of brickwork or siding (vs. a free standing flag pole). Location is restricted to either side of the front door, the front railing, or either side of the rear sliding glass doors.

HOUSE NUMBER

Replacement numbers shall be brass or black, and shall have a maximum height of 5 inches. Numbers shall be placed under the front light fixture at the site of the original number or on the door frame or trim on the same side of the door as the front light fixture. In addition to the house number under the front fixture, house numbering spelled out in letters (example: "twenty-one" rather than the numbers "21") may be affixed over the front door. Such lettering shall be black and shall be centered on the frame over the front door.

LAUNDRY TREES

Permanent clothes poles and clotheslines are not permitted. Removable (or folding) drying devices may be used but must be removed whenever not in use. Laundry trees, clothes poles, clotheslines, and other removable or folding drying devices may be used in rear yards.

LAWN AND PATIO FURNITURE AND OTHER ACCOUTERMENTS (birdbaths, planters, swing sets, etc.).

While recognizing that there is a wide variety of tastes and preferences for the way in which we decorate our homes, the Association also is concerned about the overall appearance of the community as a whole. For this reason, we have adopted the following guidelines in the hope that they will provide each homeowner with broad, general concepts that will enable them to enjoy their homes and at the same time consider the sensibilities of their neighbors.

Birdbaths are permitted only on the rear lawn. Desirable colors are white, green, or natural concrete or stone. They should be of a standard size and shape. Birdbaths of a permanent nature that include electrical or plumbing connections, or that exceed 3 feet in height or width require approval.

Flower containers or planters displayed on front porch or steps should be of a size and style consistent with their placement. Natural colors are preferred, and the color should complement the exterior of the home. Containers displayed in the rear yard should be of a size, style, and color that likewise compliment that area. See also Window Flower Boxes.

Generally, lawn, patio, or deck furniture should be maintained in the rear yard area. During special occasions, such furniture may, of course, be used in other areas of the property; but should be returned to the rear yard after such use. Items to be permanently installed in the front of the home require approval.

Children's swings and recreation units should be confined to the rear yard. Requests should be accompanied by pictures or drawings and detailed specification.

LIGHTING (EXTERIOR)

FRONT WALL FIXTURE

Replacement fixture shall be brass or black colonial style similar in size and design to the original fixture. It is recommended, but not required, that the bottom of the fixture be either open or glass, so as to permit light to illuminate the house number.

REAR WALL FIXTURE

Replacement fixture shall be brass or black, with either transparent or translucent glass, and shall be installed in the same location on the opposite side of the sliding glass door.

FLOOD AND SECURITY LIGHTING

Front Lighting – Permanent floodlights are not permitted on the front of the building or property.

Rear lighting – Permanent floodlights are permitted on the rear of the building to provide security lighting or increased illumination when needed. Continuous flood lighting of the rear

yard is not recommended, since it frequently disturbs neighbors. Motion sensors are recommended for such lighting, so that lights only are active when actually needed.

LANDSCAPE, ACCENT, OR LAWN LIGHTING

Plans for any landscape, accent, or lawn lighting of a permanent nature must be submitted for approval. Picture or drawings and detailed specifications must accompany request for approval. This includes accent lighting along sidewalks from the curb to the front door.

MAILBOX

Replacement mailbox and post shall resemble the original as closely as possible. If repainting existing mailbox, the body of the box and post shall be black, the door may be black or white, and the flag shall be red. If replacing existing box, the approved replacement style is known as "RURAL," and shall be black only. Such replacements are available from major suppliers such as Lowes or Home Depot. The post shall be set in concrete. Postal regulations require that the bottom of the box must be between 36 and 42 inches from the surface of the ground. Posts must be black metal, black wrought iron, or a single wooden post. If a wooden post is used, it must remain its natural color or a wood stain; painted posts are not permitted. Mail boxes and posts are pre-approved for replacement subject to the above requirements.

PAINTING AND CAULKING

Exterior paint throughout the development was originally Sherwin-Williams. The colors were specifically mixed, and the names and numbers established before 1989 but updated in 2011. To obtain the correct color from Sherwin-Williams, the homeowner must give the salesperson the name, letters, and numbers indicated below. Failure to specify the exact color may result in the wrong color.

Front door frame and where applicable, panels under the front windows are painted Buff (BM75-25). No other color may be used.

Front door colors vary by house, but were originally selected to match or contrast with the brick used on the front of the house. Door colors may be changed by the homeowner, but may only be changed to one of the following Sherwin-Williams colors:

- Buff (BM75-25)
- Cedarwood (BM73-24)
- Autumn Gold (BM74-31)
- Green Gold (BM75-30)

- Roycroft Copper Red (SW2839)

In addition, doors may be painted black to match shutters and railings or white to match white windows.

Front storm door colors shall be Buff, Dark Brown, Black or White (if being consistent with window/patio door color)

Iron Railings and shutters shall be Black.

Patio doors shall match the color of the windows.

Security doors for the patio doors shall match the patio doors or Black.

Gutters on all houses are Buff. Down spouting on all houses except those with dark brown brick, is Buff.

Down spouting on dark brown brick is Dark Brown.

Caulking around brown windows and doors must be Clear or Dark Brown.

Caulking around white windows must be clear or white.

Caulking around other painted surfaces must match those surfaces.

Painting and Caulking is pre-Approved provided all of the above requirements are followed.

PATIOS AND DECKS

Patio enlargement, regardless of material used, cannot extend more than 12 feet from the house. In addition, the patio or first floor deck must be at least 6 inches from each side property line, and may not extend all the way to the property line. For properties at the end of any group, the patio may not extend beyond the prolongation of the side wall of the house on the open side. Patio replacement or enlargement may be of concrete to match existing patio, or of other approved material. The patio may be enlarged by a ground floor deck installed over the existing patio, subject to size restrictions indicated above. Wood decks on ground floor patios must be natural or stained wood.

Plans for any patio replacement or enlargement must be submitted at least 30 days prior to planned construction or contract. Picture or drawing and detailed specification must accompany request. Once plan is approved by Committee, homeowner must obtain Building Permit from Baltimore County Permit Office in Towson prior to construction.

Above ground second floor decks are permitted. Second Floor decks are considered to be off the main living level (not the bedroom level) and shall be no more than 12' deep and 14' ft wide.

Material used shall be treated wood or composite material in natural wood color. Residents/Builders must obtain the proper Baltimore County permits so decks are built in accordance with safety regulations. Permits must be provided prior to construction. All decks must be maintained by the homeowner. Pictures or drawings and detailed specifications (i.e., size specs, materials, and color) must accompany the request for approval. Deck design will be evaluated on a case by case basis.

Patio enclosures are not permitted.

RAILINGS

Iron railings may be installed on front porch, steps, or rear patio. Design must be consistent with style and type currently used in the community. Picture or drawing and detailed specifications must accompany request for approval. See also Painting.

ROOFING

Replacement roof shingles shall be dark black. The request for approval must indicate a sample of the shingle which will be used.

ROOF VENTILATORS

See Attic Ventilators.

SCREENING

See Windows.

SHEDS

A storage shed may be installed at the rear of the house. **The shed can be plastic or wood.** The shed cannot exceed six (6) feet in height, eight (8) feet in width, and four (4) feet in depth, but may be smaller than these dimensions. The shed must be in a neutral color. A wood shed cannot be painted. The storage shed cannot be free-standing. If no perimeter fence encloses the property, the shed must be constructed immediately against the rear of the house and adjacent to the property line or privacy fence if one exists. If a perimeter fence encloses the property, the shed must be constructed where the perimeter fence adjoins the rear of the house or in either of the far corners of the perimeter fence. In any location, it is recommended the shed be securely anchored to the ground, the building and/or adjacent fence so as to prevent movement during severe storms.

A picture or drawing and detailed specifications, including a description of the proposed location of the shed must accompany the request for approval.

SHUTTERS

Properties which had shutters installed by the developer must maintain or replace those shutters, as necessary. Shutters must be the same size and style as the original shutters, and the color must be black. The shutter size may vary no more than one inch (in width or length) from the original shutter size (15" x 51"). A limited number of end units have a slightly longer

shutter next to the downstairs front window in conjunction with a buff colored panel below the window. These shutters must be replaced with shutters of the same size as the original shutters, and the color must be black.

SIDEWALK

Repair or replacement of damaged sidewalk on the front portion of the property and leading up to the property is the responsibility of the homeowner. Rear sidewalks and sidewalks on common grounds are the responsibility of the community. Repair or replacement of sidewalks shall be concrete and shall match as closely as possible adjacent portions of the sidewalk.

SIDING

See Brickwork and Siding

SIGNS

Signs other than one lawful sign, no more than five square feet, and advertising the property for sale or rent are not permitted.

SOLAR PANELS

HB 117 ALLOWS FOR ACCESS OF SOLAR PANELS WITHOUT ACHR APPROVAL

SWIMMING POOLS

Only small wading pools are permitted. They are restricted to rear yards and must be removed each evening.

WINDOWS

Replacement of entire window must be consistent with style and type currently used in the community. Bow or bay windows for side or back of home may be approved. Picture or drawing and detailed specifications must accompany request for approval.

All windows, whether metal-clad or vinyl-clad must match existing windows (and be the same color). Window frame and grid color may be dark brown or white. Only Black screening is permitted. All caulking around windows must match the color of the window frame/grid or be clear (see painting).

Replacement parts for original builder installed windows may still be available from Mill Supply, 6200 Frankford Ave., Baltimore MD (410) 255-3343.

The most frequently needed part is the "channel balance," and two balances are usually installed on each window to facilitate easy movement. Replacement parts may still be available through J&M Parts and Repair Windows and Doors, 3324 Washington Blvd., Baltimore, MD 21227, 410-536-9112.

New channel balances can be purchased online at www.swisco.com

A video is available to show you how to replace a channel balance. Lubricating a stuck window channel balance using a silicon spray instead of replacing may solve the problem of hard to open windows and/or window noise when raising and lowering.

<https://www.youtube.com/watch?v=sml7VpqAuJo>

Note: The Association makes no endorsements or warranties concerning these suppliers.

Replacement of entire window must be consistent with style and type currently used in the community. Bow or bay windows for side or back of home may be approved. Picture or drawing and detailed specifications must accompany request for approval.

All windows, whether metal-clad or vinyl-clad must match existing windows. Window frame and grid color may be dark brown or white. All windows for a single house must be the same color. Only Black screening is permitted. All caulking around windows must match the color of the window frame/grid or be clear (see Painting and Caulking).

WINDOW FLOWER BOXES

Window boxes must be in keeping with the general design of the home, and must be of a height and depth proportional to width. The window box(s) shall not extend beyond the width of the window at which it is placed. Window boxes must be either natural wood stain or black.