

**OLNEY CROSSING ARCHITECTURAL CONTROL COMMITTEE
POLICIES, PROCEDURES AND GUIDELINES**

SCOPE: The Conditions and Restrictions for Olney crossing, recorded among the Land Records for Montgomery County at Liber 6009, Folio 554 et seq. (hereinafter the "Declaration of Covenants"), require the establishment of an Architectural Control Committee, (hereinafter referred to as the ACC), by the Board of Directors of Olney Crossing Homeowners Association, Inc. (hereinafter the "Board"). It is the homeowners obligation, under Articles V and VI of the Declaration, to obtain written approval of the ACC before any modification to the exterior of a dwelling, in Olney Crossing, can commence.

This document is comprised of two sections. Section 1 contains the Policies and Procedures that govern the operation of the ACC. Section 2 contains general Architectural Guidelines which will assist the homeowner in submitting a request that is consistent with community standards and aid the ACC in standardizing the decision making process.

Section 1:

POLICIES AND PROCEDURES

The ACC shall function, operate and be governed by the "Declaration of Covenants", "Bylaws" and this document. This document shall not contradict any provisions contained in the OCHA Declaration of Covenants or Bylaws. The Declaration of Covenants and the Bylaws shall take precedence over any other document.

A. RATIFICATION:

This document shall be in effect once formally adopted and ratified by the Board. Proof of ratification shall be evident by the OCHA Seal, signed and dated by the Secretary of the Association.

B. CHANGES:

No changes will take place in the original document, to include the ACC Guidelines. From time to time changes, deletions and additions may be necessary; they will be documented as Amendments and must be approved by the Board and signed and dated by the Secretary of the Association. No amendments shall affect items previously approved by the ACC.

C. MEETINGS:

The ACC shall meet at least once a month. All meetings of the ACC are open and may be attended by any member of the Association. Additionally, any homeowner who files an application for an exterior modification has the right to attend the meeting at which his or her application is being considered, and to briefly address the ACC. Written notice of the scheduled meetings shall be given to the homeowners at least 15 days in advance. If meetings are held on regularly scheduled times and dates (i.e., 3rd Tuesday of each month), a quarterly notice shall be acceptable.

D. COMMITTEE MEMBERSHIP:

The Architectural Control Committee shall be comprised of Three or more members appointed by the Board. The Board shall appoint a Chairman. The ACC shall elect a Secretary at the first scheduled meeting.

E. TERMS:

The Chairman shall serve for a period of 2 years. Members shall serve for a period of 1 year. The Board may remove any member of the ACC, including the Chairman, with or without cause. Any member may resign at any time by providing a written notice to the Board. Such resignation will be effective upon the date of receipt of such notice and the Board will promptly appoint a replacement.

F. DUTIES:

Chairman The Chairman shall call meetings, delegate special assignments, maintain ACC files, report all ACC actions to the Board, and see that orders and resolutions of the ACC are carried out.

It is also the Chairman's responsibility to present, in writing, any issues that may require assistance, to the Board.

Secretary Record minutes, coordinate with the Communications Committee and shall perform such other duties as required by the ACC.

Members Discuss, review, inspect and vote on architectural control matters. The members shall also monitor the community for non compliance with these guidelines.

G. QUORUM:

At least Three ACC members shall be present for voting on any ACC request. In the absence of a quorum, business will be discussed but no decisions shall be made.

Substitutions A Board member may substitute for an ACC member only to meet the above quorum. The Board may also appoint alternate members who may substitute for an absent committee member.

If the Chairman is absent, he will request a member of the Board to conduct the ACC meeting.

H. ABSENTEEISM:

Any member missing 3 consecutive meetings shall be removed, and replaced by the Board.

I. VOTING:

Each ACC member present has one vote. Decisions are based on the majority vote.

3. COMMITTEE ACTIONS:

The ACC is required to provide notification to the homeowners of its decision of any proposed alteration within 60 days after the receipt of a properly completed application. Any application not so acted upon within a 60 day period will be considered approved. If this situation arises, the applicant must notify the Board, in writing, to the effect that the ACC has not responded in accordance with the allocated time frame. The Board will then respond to the applicant, in writing, in the appropriate manner. The homeowners correspondence and the Board's response will be considered a legal document to be filed in the ACC file.

K. Application Forms:

Homeowners requesting approval of plans for an exterior modification must complete and submit an application to the ACC on the current approved form which is available from ACC members and members of the Board. (See sample application attached as Exhibit A). The application must include the following information: name, address, date, short summary of intent, plans (specifying the dimensions, location, materials to be used, color and style), plot map, location, pictures (if available), color swatches (if available), manufacturer's brochures (if available) and estimated starting and completion dates.

L. Duration of Approvals:

Projects approved by the ACC must be conducted in accordance with plans and specifications approved by the ACC and must be commenced within 6 months of their approval and substantially completed within 12 months from the date of commencement, unless this period is extended by the ACC. If construction is not commenced within 6 months, the approval shall be automatically revoked and the homeowner will have to resubmit the application before beginning the project. Any modifications to the plans and specifications must be specifically approved by the ACC.

H. RIGHT OF APPEAL:

The homeowner has the right to appeal the decision of the ACC. The appeal must be submitted in writing to:

Olney Crossing Homeowners Association
P.O. Box 278
Olney, MD 20832

In the event of an appeal, the Board will review the application and accompanying documents and will entitle both the ACC and the homeowner an opportunity to address the Board at its next meeting. The Board will conduct any investigation it deems necessary to decide the appeal and announce its decision within 30 days, unless this period is extended by the Board. A vote of Two-Thirds of the entire Board membership shall be required to reverse a decision made by the ACC. The Board will provide written notice of its decision to the homeowner and a copy of the decision will be retained in the ACC File.

N. DOCUMENTATION:

All actions will be recorded in the ACC minutes. All correspondence concerning approvals/disapprovals shall be disbursed as follows:

Original	-	Homeowner
Copy 1	-	ACC File
Copy 2	-	Board of Directors

The homeowner's original request, amendments, plans and attachments shall be filed in the ACC File, under the homeowner's address.

O. Certificate of Compliance

Upon completion of any construction in full compliance with an application approved by the ACC, an applicant may request, and the Committee shall issue, a Certificate of Compliance.

P. Monitoring for Non-Compliance:

The ACC shall monitor the community for compliance with these guidelines and shall also monitor the progress of work by an applicant to ensure its performance in accordance with these guidelines and with any approvals issued by the ACC. In the event that the ACC becomes aware that a homeowner is not complying with these guidelines or that an improvement is not proceeding in accordance with its approval, the non-complying homeowner will be requested to appear at a Committee meeting and show cause why he should not be ordered to correct the deficiency. If the deficiency is not corrected within 30 days from said Committee meeting, the Board may take legal action to correct the deficiency.

SECTION 2

ARCHITECTURAL GUIDELINES

The basic purpose of the architectural guidelines is to preserve the architectural and environmental standards of the community and insure that we have an attractive and appealing living area. The Architectural Control Committee intends to maintain the development in harmony with the original plan, while still allowing some opportunity for individual expression and general community improvement. Compliance with these guidelines will, in addition, protect and preserve property values.

Any changes, permanent or temporary, to the exterior appearance of a dwelling are subject to review by the ACC. The review and approval process includes such major alterations as building a deck or patio, as well as other changes such as repainting trim or installing storm doors.

In summary, all homeowners must submit a written request for approval, to the ACC, before proceeding with any improvements or alterations to their property. Applications must be thorough in order to commence the review process, or they will be returned to the homeowner with a statement of deficiencies which must be remedied prior to review. Automatic approvals, oral approvals or oral requests are unacceptable. A request should include all of the Information required in Section 1, Item K.

It is the intent of these guidelines to aid the homeowner in submitting a request that is consistent with community standards. It will also aid the Architectural Control Committee in standardizing the decision making process.

All requests may be submitted to the ACC at the following address:

OCHA ACC
P.O. Box 278
Olney, Md. 20832

A. Additions:

Additions shall require a special review cycle as follows:

1. A pre-plan request can be submitted showing general size, materials, shape, and location of the addition. The purpose of a pre-plan request is to give the homeowner a good idea whether his more detailed plans will be acceptable. Detailed plans can be time-consuming and costly.
2. The homeowner must submit a set of detailed plans for final approval. Detailed plans should show:
 - a) several views of the addition
 - b) Foundation parameters
 - c) Stud spacing
 - d) slope Angles of roof
 - e) lumber size
 - f) location
 - g) grading changes
 - h) etc.

In addition to the above the plan should show specifications and descriptions of exterior finish, such as siding, gutters, windows, etc. Pictures, color swatches and manufacturers brochures should be submitted with the final plans.

Additions must meet or exceed Montgomery County Code and all Permits should be obtained.

B. Antennas:

Antennas may be installed on the exterior of a building if such apparatus does not extend more than 5 feet above the top of the highest constructed portion of such building and such apparatus is mounted in the most non-conspicuous location. Manufacturers brochure showing width and length should be included with the request.

C. Awnings:

Awnings must be compatible with the architectural design of the house and the color scheme of the surrounding area. Your request should contain a picture or manufacturer's brochure, color, and location of the awning.

All awnings must be maintained in good condition.

D. Barbecue Pits:

Permanent barbecue pits must be in accordance with county safety codes. Barbecue pits should be constructed at least 25 feet from any other structure. A detailed plan which includes size, material and location should be submitted with the request.

E. Color Changes:

Any changes to the original exterior color of your home, to include Siding, Trim, or Roof Shingles, must be submitted for approval by the ACC. Each request should include the following:

1. A Sample Color Swatch - the ACC will maintain a pamphlet of standard Williamsburg Colors. This pamphlet will be used as a basis to determine if the requested colors are appropriate.

2. Describe the area to be changed

Contrasting front door colors must also be submitted for approval. Approval of trim color or door color changes will be based on the harmonious appearance of all color combinations of the home. All color trims must be uniform in color.

F. Decks:

Detail drawings of the exact location on the plot map is required. Detail must include the following:

1. Exact dimensions

2. Railing design and dimensions (which cannot be less than 30 inches or more than 42 inches in height).

Suggested materials for construction are as follows:

1. Pressure treated pine/fir

2. Western cedar

3. Redwood

Painting of decks is prohibited. Water repellent stains with color pigment may be applied with prior approval. All plans for decks must be submitted for approval by the ACC.

All construction must meet or exceed the requirements set forth by the County Building Commission for Safety.

G. Decorative Objects:

Seasonal decorations are permitted as long as they are removed when the season/holiday is over. Approval is not required for small decorative objects such as potted plants, however approval is required for large items such as flag poles, birdbaths, sculptures or fountains.

H. Driveways:

All Driveways should conform to Montgomery County Code. A detailed drawing, on the homeowners plot map should be submitted with the request. The request should conform to the following standards:

1. Access - There shall only be one access way. This shall serve as an entrance and exit.

2. Maintenance - Black top surfaces do deteriorate over a period of time and should be maintained with a black top emulsion solution from time to time.

3. All vehicles must be parked on paved surfaces.

I. Exterior Maintenance:

The Declaration of Covenants (Article VII) provides that each owner shall keep his lot and all improvements thereon in good order and free of debris, including but not limited to seeding, watering, mowing, the pruning and cutting of all trees and shrubbery and the painting or other appropriate external care of all buildings and improvements. This should be done in a manner and with such frequency as is consistent with good property management. In furtherance of this provision of the Declaration, the Board has adopted the following exterior maintenance standards:

a) All lawns shall be kept mowed to a maximum height of 9 inches and shall be kept in good order, to include the prevention of weeds and diseases, and free of debris or exposed areas.

b) All flower beds and foundation plants shall be regularly mulched so that there is no exposed dirt.

c) All vegetable gardens shall be properly maintained and after the first frost all garden fences, garden apparatus and dead plants shall be removed.

3. Fences:

Your request must be submitted with a detailed drawing of the exact location of the fence, on the homeowner's plot map.

Restrictions:

1. Chain link fences are prohibited

2. Height may not exceed 6 feet

3. Board on board slats may not exceed a width of 6 inches

4. Painted fences are prohibited. Water repellent stains with color pigment may be applied with prior approval.

Suggested materials for constructions are as follows:

1. Pressure treated pine/fir

2. Western cedar

3. Redwood

4. Split rail.

Fences shall be maintained In good condition.

K. Landscaping:

In general, landscaping will not require special approval; however, prior approval is necessary for the following cases:

1. Shrubs or trees intended to form a natural hedge or screen
2. Substantial or total removal of turf and replacement of another material.
3. Planting of shade trees near a two party property line.
4. Certain varieties of shade trees may cause damage to properties. These varieties are as follows: Weeping Willow, Black Willow, Silver Maple, Boxelder (Black Maple), Lombardy Poplar, Black Walnut, Siberian Elm, Mulberry, and large fruit trees. Specific approval must be obtained before any of these varieties may be planted.
5. Major landscaping which changes the existing grade and or requires the installation of retaining walls and or terracing must be submitted to the ACC for approval with the following:
 - A. Drawing/Sketch of the proposed changes in relation to the existing structures and boundaries.
 - B. Materials, if any, to be used in the construction of walls or terracing.

L. Lighting:

Exterior lighting which is part of the original structure may not be altered without prior approval. Replacement or additional fixtures must be compatible in style and scale with the homeowners house. Exterior lighting should not be directed outside the homeowners property. It should not have an adverse visual impact on adjoining neighbors. All additional lighting must be submitted for approval.

H. Patios/Walkways:

Patios/walkways include any structure 0 to 12 inches from the ground level and requests must be submitted with the following:

1. Location of the proposed structure on the homeowner's plot map
 2. Detail drawing/sketch of the structure
 3. List of materials to be used in the construction.
- All Patios/Walkways must be constructed of Pressure Treated Wood, Flagstone, Brick, Concrete, Gravel, or Wood Chips.
All construction must meet or exceed Montgomery County Code.

N. Playhouses, Doghouses~ Greenhouses:

Must submit drawing to include the following information:

- Dimensions
- Color
- Location on property
- Materials used

These items shall be located in the rear of the house.

O. Recreational Structures:

Swingsets, gymnasium sets, etc., must be maintained in good/safe condition. Playhouses and other large recreational equipment should be submitted for approval.

Permanent basketball backboards are prohibited. Portable or removable type backboards are allowed.

P. Sheds:

Wood sheds are recommended. Metal sheds may be approved but must be maintained to prevent rusting and deterioration. Sheds must be located in the rear yard only. Sheds should be located in the most inconspicuous place.

Your request should be submitted to include the following information:

Dimensions

Color

Location on property

Materials used

Q. Solar Panels/Skylights:

All requests for solar panels or skylight installation must be submitted to the ACC with the following information:

A. Detail of planned location

B. Manufacturers brochure detailing the actual size and cosmetic appearance.

R. Storm Doors:

Doors will meet the following guidelines:

1. The storm door is white or painted the same color as the front door or house trim.

2. The door is of standard design (crossbuck, full view, etc.) and in keeping with the overall style of the particular model home.

3. Raw metal doors are prohibited.

4. Manufacturers brochure or a picture should be submitted with your request..

S. Trash:

All trash containers, trash bags and other garbage must be stored out of view at all times.

Final note:

These guidelines are not absolute and unchangeable. Items not covered under these guidelines should be submitted for approval. The ACC is open to ideas and suggestions that will lead to Guidelines which reflect the opinion of the community as a whole. The ACC reserves the right to amend or revise these guidelines if necessary and upon ratification of the Board of Directors.

WITNESS

OLNEY CROSSING HOMEOWNERS
ASSOCIATION, INC.

Myron W Jones

By: Scott T. McFarland
Scott McFarland, Director

Myron W Jones

By: Mark Saunders
Mark Saunders, Director

Myron W Jones

By: Jim Scamordella
Jim Scamordella, Director

Myron W Jones

By: Bill Lee
Bill Lee, Director

Myron W Jones

By: Scott Robinson
Scott Robinson, Director

MYRON W JONES

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CERTIFICATION

I, the undersigned, do hereby certify:

THAT I am the duly elected and acting secretary of OLNEY CROSSING HOMEOWNERS ASSOCIATION, INC., a Maryland non-stock, non-profit corporation, and

THAT the foregoing Olney Crossing Architectural Control Committee Policies, Procedures and Guidelines constitute the original Policies, Procedures and Guidelines of said Association, as duly adopted at a meeting of the Board of Directors hereof, held 6 day of OCTOBER, 1988.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the seal of said Association this 6 day of OCTOBER, 1988.

Jim Scamordella

Jim Scamordella, Secretary

[CORPORATE SEAL]