

***HIGH POINT SOUTH
CONDOMINIUM ASSOCIATION***

**ARCHITECTURAL
GUIDELINES**

Effective July 1, 2011

(Revised 8-20-11)

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WHY DO WE HAVE ARCHITECTURAL GUIDELINES?

The goal of these Guidelines is to keep High Point South an attractive and desirable place in which to own and live, and we hope their use will provide a practical means of accomplishing this goal.

BY-LAWS OF HIGH POINT CONDOMINIUM

The following articles of the By-Laws of High Point Condominium authorize the Board of Directors to establish and enforce architectural standards for the building to the benefit of the association.

“(b) No owner shall change the appearance of any exterior surface of the building included in his unit area without the written permission of the Board of Directors”. *Article V. Section 8. Use of General Common Elements and Limited Common Elements, By-Laws of High Point Condominium.*

“(c) An owner shall reimburse the Condominium for any expenditures incurred in repairing or replacing any general or limited common element damaged through his fault, other than damage arising from an insured casualty”. *Article V. Section 3. Maintenance and Repairs, By-Laws of High Point Condominium.*

WHO OVERSEES THE ARCHITECTURAL REVIEW PROCESS?

The Board of Directors oversees and approves all changes to the common areas of the building and grounds. The Board of Directors will assist you in the preparation of exterior alteration applications, answer your questions, process inquiries, and carry out certain duties associated with enforcement.

GENERAL GUIDELINE

The original architectural character or theme of High Point South should remain consistent within itself and to others around it. Once the character is established, whether it is traditional, contemporary, etc., no portion

should be changed or added to which would conflict with or change that character.

Any modification, addition or structure not specifically covered by the guidelines requires approval by the Board of Directors. Written approval is required for all exterior alterations to the unit.

WHAT STEPS MUST OWNERS TAKE?

When you contemplate making an exterior alteration to your unit, you should first consult the Guidelines contained in this booklet. They will help you in finalizing your plans, and will tell you how to make a formal application. If in doubt, consult a member of the Board of Directors.

Based on the policies and previous decisions of past Boards of Directors, these Guidelines will tell you what is most likely to be approved in typical circumstances, and also give you important information on how to prepare your application.

The **FIRST STEP** is to pick up an application for exterior alteration from the management office.

The **SECOND STEP** is to fill out the application completely and return it to the HPS management office.

You must determine if you are required to file building permits or variances with the Town of Ocean City and/or Worcester County. Approval of a project does not relieve you of the need to obtain county permits, and vice-versa.

Worcester County Development Review & Permitting
1 West Market Street Room 1201
Snow Hill, MD 21863
410.632.1200 fax 410.632.3008
Email: dscott@co.worcester.md.us

Ocean City, MD
301 Baltimore Ave
Ocean City, MD 21842
(410)289-8221
www.oceancitymd.gov

Town of Ocean City
Engineering
301 Baltimore Avenue
Ocean City, MD 21842

Phone: 410-289-8845
Fax: 410-289-8809

WHAT DO YOU NEED TO COMPLETE YOUR APPLICATION?

- Your application for exterior alteration must be complete. Answer all questions and fill in all blanks. *Don't forget your signature.*
- A design must be submitted for all exterior alteration applications.
- A complete description of the proposed alteration is required. This includes dimensions, drawings, materials descriptions and color samples.

The submission of an incomplete application could delay review of your application.

WHAT IS THE PROCESS?

Once your application has been received by the management office (HPS 2-B) it is reviewed by the Board of Directors. If further information is necessary, you may be contacted. The Board of Directors will review the application and a recommendation (approval, denial, or approved with provisions) will be made. At the next regularly scheduled meeting of the Board of Directors, the board will vote on the application. If your application is approved, the approval is final, and you will receive written notification of the decision by mail.

HOW DO I APPEAL THE DECISION IF I DON'T LIKE IT?

If you disagree with the decision you may appeal, by following the procedures listed below:

1. Send a written request to have the matter reviewed within 10 days after receipt of the notice of disposition of the application. The written request must be submitted to:

High Point South Condominium Association
Board of Directors / Architectural Application
112th Street, 2-B
Ocean City, Maryland 21842

2. The Board of Directors will set a date for review of the application, and you will be notified. The matter in question will be reviewed by the Board of Directors and you will be notified in writing of the final decision.

SPECIAL NOTE

Unit owners are responsible for any and all modifications made to the exterior of their portion of the building. Any modifications made by owners or persons using/renting the unit are the responsibility of the owner.

Any unauthorized modifications and/or damage made to the exterior of the building are the responsibility of the unit owner. In the case of damage to the outer skin of the building, or the EIFS (Exterior Insulation Finishing System), the damage will be evaluated by the High Point South Condominium Board of Directors and the owner will be responsible for payment to the Association for reasonable repairs (time and materials). The Board of Directors will determine, after receiving an estimate for repairs from a licensed contractor, of their choosing, the cost of repair and submit an invoice to the owner for payment. The owner will have up to 30 days from receipt of the invoice, to remit payment in full. If payment is not made in a timely fashion, the High Point South Board of Directors will attach a late fee of \$50 for each month the invoice remains unpaid. After 90 days the High Point South Board of Directors will endeavor to place a lien on the property and seek additional remedies.

WHEN YOU SELL YOUR UNIT

In order to ensure that your unit is compliant and remains in compliance with the Architectural Guidelines, when you are ready to sell your unit, the Board of Directors will visit your unit and issue a Letter of Compliance. If violations exist you will be notified, in writing, of those violations. Upon correction of outstanding violations, a Letter of Compliance will be issued.

GUIDELINES FOR EXTERIOR ALTERATIONS

ANTENNAS AND SATELLITE DISHES

An application is required for DBS and MMDS communications dishes unless the following conditions are met:

- They are no larger than one meter (39”) in diameter.
- They are installed in a location that minimizes visibility from the public, to the extent possible without substantially degrading reception.
- They are not installed on a pole or mounting device exceeding 12 feet in height.
- The cables and wires are secured in an appropriate manner
- The color and finish of the dish result in minimal visibility

No application is required if the above conditions are met.

TOWEL RACK / CLOTHESLINES

An application is required for any towel rack / clothesline that will be temporarily or permanently affixed to the building.

The installation of clotheslines, other than the towel rack installed by the High Point South Condominium Association are highly discouraged.

COLOR CHANGES

No color changes are permitted to the outside of the building.

EXTERIOR DECORATIVE OBJECTS

An application is required for all permanent exterior decorative objects.

Exterior decorative objects (large or small) include but are not limited to such representative items as, sculptures, fountains, nautical paraphernalia, etc.

An application is required for flag holder brackets attached to a unit.

No application is required for a standard brass kick plate installed on the bottom of an exterior door.

Bird feeders, temporary and/or permanent, are not permitted.

HEATING AND AIR CONDITIONING UNITS

An application is required for changes in location and/or addition of a unit.

It is the owners responsibility for the repair and replacement of air conditioner sleeves.

No application is required for replacement of a unit in the same location.

Due to their size, solar collectors can have a substantial visual impact on the building and are discouraged.

An application is required for all solar collectors.

UNIT NUMBERS

All unit numbers affixed to front doors are the responsibility of the Association and will be uniform throughout the building.

An application is required for all decorative door knockers and door modifications.

LIGHTING

An application is required for permanent exterior lighting.

Exterior lighting should be installed so as not to shine on adjacent property or public space.

Security Lighting* consisting of flood lights and various types of high output lights should be aimed so that they illuminate only a specific area. Some fixtures may have to be shielded.

No application is required for temporary holiday and festival lighting.

The operation of the lights should coincide with the holiday or festival.

The lights should be removed shortly thereafter (weather permitting).

No application is required for replacement of an existing light fixture if it is replaced with a reasonable match to the old fixture.

PRIVACY BARRIERS AND SCREENS

An application is required for any Privacy Barrier and Screen.

A privacy barrier/screen is considered to be any permanent or semi-permanent structure which limits or eliminates viewing of a given area. A privacy barrier/screen will only be considered for special use purposes.

SIGNS

An application is required for all permanent and temporary signs.

Signs should be no larger than two feet by three feet.

Signs should be neatly lettered, clean, have a professional appearance, and be maintained in good condition.

Sale or rental signs should be removed shortly after sale or rental.

Signs advertising contracted work being done on a property are permitted. These signs should be removed upon completion of the project.

Political signs are defined as signs endorsing candidates for public office or signs promoting support or defeat of any proposition that will appear on the election ballot. Political signs should be at least 15 feet from the nearest edge of the pavement. These signs may be displayed 60 days prior to and 7 days after the election for which intended. In cases where a final election follows within 75 days of a primary election, signs endorsing those candidates who won in the primary election may be displayed during the interim period and up to 7 days after the final election.

SECURITY, STORM AND HURICANE SHUTTERS

An application is required for all rolling shutters, and, accordion shutters, and hurricane shutter. Storm panels, and Bahama shutters are not permitted.

All shutters must meet all local building codes.

All shutters must be installed by a licensed contractor.

All damages made to the exterior of the building are the responsibility of the owner and the Board of Directors will contract with a licensed contractor, of their choosing, to affect repairs caused by the owner installed window and/or door.

The Board of Directors will specify the color, materials, and styles that can be used.

WINDOWS AND DOORS

An application is required for window and door replacement.

All windows and door replacements must meet all local building codes.

All window and door replacements must be installed by a licensed contractor.

All damages made to the exterior of the building are the responsibility of the owner and the Board of Directors will contract with a licensed contractor, of its choosing, to affect repairs caused by the owner installed window and/or door.

Owners are responsible for the periodic repair and maintenance of their assigned storage locker door(s).

The Board of Directors will specify the color, materials, and styles that can be used.

MISCELLANEOUS

Any modification, addition or structure not specifically covered by the guidelines requires approval by the Board of Directors. Written approval is required for any and all exterior alterations to the unit.