

APPENDIX B

THORNTON WOOD CONDOMINIUM APPLICATION FOR ADDITION, CHANGE OR ALTERATION TO EXTERIOR OF UNIT

As stated Section 12 of the Rules and Regulations regarding architectural control:

12.1. PURPOSE

To maintain the Georgetown-colonial style of the original architectural design of the Thornton Wood Condominium and to provide a mechanism for residents to be in compliance with the requirements of the Declaration, the By-Laws and the Rules and Regulations concerning exterior modifications, alterations and improvements.

12.2. POLICY

- 12.2.1. Any contemplated addition to, change in the appearance of or alteration to the exterior of a Unit requires the written approval of the Board of Directors.
- 12.2.2. The Board of Directors shall establish, revise and administer as needed appropriate Architectural Guidelines.
- 12.2.3. Requests for changes shall be on one of the following specifically designated application forms (attached as Appendices hereto) and records of all requests shall be maintained by the Manager:

Appendix A – Application to Paint or Stain Exterior Surfaces

Appendix B – Application for Addition, Change or Alteration to Exterior of Unit

12.3. PROCEDURE

- 12.3.1. The Unit Owner (the “Applicant”) should complete the designated forms in triplicate (including attachments) and forward two copies of the forms to the Manager and retain one copy for the Applicant’s records.
- 12.3.2. The forms and attachments shall be forwarded by the Manager to the Buildings and Roads Chairperson who shall review for compliance with the Rules and Regulations and the Architectural Guidelines and recommend to the Board of Directors for approval or disapproval.
- 12.3.3. The Board of Directors shall consider each application at the next regularly scheduled meeting of the Board of Directors after notification that the Buildings and Roads Chairperson is ready with a recommendation. The Applicant is permitted to attend the meeting. The decision of the Board of Directors shall be recorded in the minutes of such meeting. Upon approval or disapproval by the Board of Directors,

one original of the form evidencing the decision of the Board of Directors shall be returned to the Applicant.

- 12.3.4. Work shall not begin until the Board of Directors has approved the application and returned the approved form and attachments to the Applicant.
- 12.3.5. Upon completion of the proposed change(s), the Thornton Wood Condominium is released for all time from any liability or responsibility for that which was changed. Thereafter, it is the Applicant's and all successor Unit Owners' responsibility to maintain, repair, and/or replace the changed feature(s).

12.4. MODIFICATIONS, ALTERATIONS OR IMPROVEMENTS

UNLESS OTHERWISE PROVIDED IN THESE RULES AND REGULATIONS, EACH ADDITION TO, CHANGE IN THE APPEARANCE OF OR ALTERATION TO THE EXTERIOR OF A UNIT REQUIRES SUBMISSION OF AN INDIVIDUAL APPLICATION TO THE MANAGER FOR APPROVAL BY THE BOARD OF DIRECTORS.

12.4.1. PAINTING OR STAINING OF EXTERIOR SURFACES

- 12.4.1.1. The Thornton Wood Condominium has six approved paint charts for the painting of exterior surfaces on the seven exterior skin combinations:

- a. Brick with Slate-Shingled Roof
- b. Brick with Green Painted-Metal Roof
- c. Brick with Red Painted-Metal Roof (*no specific paint chart, so either of the other brick paint charts may be used*)
- d. White Stucco with Red Painted-Metal Roof
- e. White Stucco with Green Painted-Metal Roof
- f. White Stucco with Slate-Shingled Roof
- g. Beige Stucco with Slate-Shingled Roof

- 12.4.1.2. The paint charts may be obtained from the Buildings and Roads Chairperson. The color combinations on the paint charts were developed to maintain the high standards of the original architectural design and appearance of the Townhouses. Unit Owners should choose colors from the paint chart applicable to their respective Unit; however, the Board of Directors has discretion to approve alternative color selections if it finds such selections to be consistent with the Georgetown-colonial design of the Townhouses and complementary with adjoining Units.

- 12.4.1.3. Under no circumstances shall owners or contractors apply paint to the paint charts in an effort to match the paints. Residents will be charged \$100.00 for any chart that has paint applied to it or notes added to it. All charts must be returned within one week after receipt from the Buildings and Roads Chairperson.

- 12.4.1.4. Paints and stains for the decks are not included on the paint charts, but must also be approved by the Board of Directors, which will consider harmony with other painted surfaces on the Unit and the decks of the adjoining Unit(s). Main level and bedroom decks must be painted or stained the same color. Iron railings must be painted black unless otherwise approved by the Board of Directors.
- 12.4.1.5. Procedures to be followed by each Unit Owner in the painting or staining of the exterior surfaces of his or her Unit (except touch-up painting or staining using a previously approved paint or stain color) are as follows:
- 12.4.1.5.1. Before proceeding, obtain the applicable Paint Chart from the Buildings and Roads Chairperson, complete and submit two copies of the Application to Paint or Stain Exterior Surfaces to the Manager for approval by the Board of Directors and retain a third copy for your records.
- 12.4.1.5.2. Upon receipt of an approved Application to Paint or Stain Exterior Surfaces, the colors approved by the Board of Directors shall be applied to the building elements as follows:

<u>Element</u>	<u>Brick Units</u>	<u>Stucco Units</u>
Front Door	Front Door/Shutter Color	Front Door/Shutter Color
Garage Door	Front Door/Shutter Color or Trim Color	Stucco Color or Front Door/Shutter Color or Trim Color
Bedroom Balcony Door	Trim Color	Trim Color
Storm Doors	Color of door it covers	Color of door it covers
Sliders and Three-Panel Glass Doors	Trim Color	Trim Color
Door Frames/Pediments	Trim Color	Trim Color
Transom Window Frames over Doors	Trim Color	Trim Color
Window Frames and Sash	Trim Color	Trim Color
Window Muntins/Grids	Trim Color	Trim Color
Window Screen Frames	Trim Color	Trim Color
Shutters	Front Door/Shutter Color	Front Door/Shutter Color

<u>Element</u>	<u>Brick Units</u>	<u>Stucco Units</u>
Fascia Boards	Trim Color	Trim Color
Gutters	Trim Color	Trim Color or Stucco Color
Downspouts (and other vertical conduits)	Trim Color	Stucco Color
Wood Paneling/Siding on Bedroom Balcony	Trim Color	Trim Color or Stucco Color

12.4.1.5.3. Notwithstanding the foregoing, storm doors, storm windows, screen holders, screen frames and window muntins (grids) may be left with their factory baked finish if the Board of Directors approves the finish color prior to installation as closely approximating the trim color of the Unit approved by the Board of Directors.

12.4.2. DOORS

12.4.2.1. STORM AND SCREEN DOORS

12.4.2.1.1. The storm doors for the front of the Unit shall be of clear glass or screen as approved upon application to the Board of Directors prior to installation.

12.4.2.1.2. Any type of door may be used for the storm door to the bedroom deck.

12.4.2.2. MAIN FRONT EXTERIOR DOORS

The main front exterior door must be a six-panel design painted a solid color that matches the shutter color approved by the Board of Directors.

12.4.2.3. REAR PATIO AND DECK DOORS

12.4.2.3.1. Rear patio and main level deck doors and screen frames are to be replaced with a three (3) section atrium door eight (8) feet high or with a similar door six (6) feet eight (8) inches high with, on the main level decks, an appropriate glass transom.

12.4.2.3.2. Doors and screen frames may be wood or vinyl clad but must have a finish color approved by the Board of Directors as closely approximating the approved trim color for the Unit or be painted the trim color of the Unit approved by the Board of Directors.

12.4.3. WINDOWS

- 12.4.3.1. Replacement windows may be either wood or vinyl clad; provided, however, that all windows frames, sashes and muntins (grids) must have a finish color approved by the Board of Directors as closely approximating the trim color for the Unit approved by the Board of Directors or be painted the trim color of the Unit approved by the Board of Directors.
- 12.4.3.2. Muntins must remain in all windows.

12.4.4. MAIN LEVEL REAR DECKS

- 12.4.4.1. The main level rear deck shall not extend more than eight (8) feet six (6) inches from the deck door.
- 12.4.4.2. Where there is a visual consideration between neighbors, a privacy screen must be erected not more than six (6) feet in height. Privacy screens should be installed so that the screen aligns with the Unit's projection from the party wall or as otherwise approved by the Board of Directors and the Owner(s) of the adjacent Unit(s).
- 12.4.4.3. Access between the lower terrace (patio) and the main level rear deck may be achieved by use of a circular stairway.
- 12.4.4.4. Written approval must be obtained from both adjacent Unit Owners prior to submission of any plans. If an adjoining Unit is sold before construction is started, the new Owner's written approval must be obtained.
- 12.4.4.5. Each application must be submitted with drawings for review that include a floor plan, front elevation and side elevation. The plan view must show the adjacent home(s) in sufficient detail so that the impact on the residents of those homes may be determined. Plans and specifications must show details of construction including the rail, the privacy screen, list of materials to be used and how the deck will be secured to the building.
- 12.4.4.6. The drawings, plans and specifications (including materials to be used), together with the written approvals from adjoining Unit Owners, must be submitted to the Manager. The Manager will forward the proposal to the Buildings and Roads Chairperson, who in consultation with the Buildings and Road Committee will examine the proposal and determine whether an opinion from the Condominium Architect is required. If so, the Applicant is to submit the drawings, plans and specifications to the Condominium Architect, at the Applicant's expense. Final approval is granted by the Board of Directors and not by the Buildings and Roads Committee or Chairperson, the Manager or any architect. The Board of

Directors may require the Condominium Architect's review of the completed project.

12.4.5. TERRACES (REAR PATIOS)

- 12.4.5.1. Except as provided in these Rules and Regulations, no Unit Owner may construct a patio or other improvement which extends beyond the boundary of his or her Unit described in the Declaration.
- 12.4.5.2. Each Unit Owner will be permitted to build, at ground level, a patio extending beyond the 12-foot line up to an additional 8 feet (the "Extension Area"), provided such patio (the "Improvement") is first approved by the Board of Directors under the procedure outlined in this Section 12.4.5.
- 12.4.5.3. The Applicant must submit to the Manager a written proposal, setting forth a plan for the Improvement which includes:
 - a. Scale plans and drawings of the proposed Improvement;
 - b. Specifications of the construction and list of materials to be used;
 - c. Written approvals from adjoining Unit Owners;
 - d. The name of the Contractor;
 - e. A written waiver by the Contractor of all rights to file a lien against the Common Elements; and
 - f. An agreement to pay the fee for the Condominium Architect or other expert if the Board of Directors determines that it needs an architect or other expert to review the submission and/or the completed Improvement
- 12.4.5.4. The Manager will forward the proposal to the Buildings and Roads Chairperson, who in consultation with the Buildings and Road Committee will examine the proposal and determine whether an opinion from the Condominium Architect is required. If so, the Applicant shall submit the drawings, plans and specifications to the Condominium Architect, at the Applicant's expense. The Board of Directors may, in its discretion, also require the Condominium Architect's approval of the completed Improvement.
- 12.4.5.5. If the Board of Directors, in its absolute discretion, approves the application, it will execute for recording among the Land Records of Baltimore County, at the Applicant's sole expense, a written Revocable License Agreement, satisfactory to counsel to the Board of Directors as to form and substance, granting a revocable license to the Applicant to build the Improvement pursuant to the approved plan, subject to revocation by the Board of Directors at any time if:
 - a. The Improvement is not in fact built in accordance with the approved plan;

- b. The Applicant or his or her successors in title fail to maintain the Improvement and keep the same in good order and repair; or
 - c. Soil erosion, utility requirements or any other change in circumstances (not including reconsideration of the aesthetics of the Improvement) render such revocation to be in the best interest of the Unit Owners, as determined by the Board of Directors in its absolute and nonreviewable discretion.
- 12.4.5.6. Prior to recordation, the Applicant shall sign the Revocable License Agreement to evidence his or her agreement on behalf of himself or herself and his or her successors in title:
- a. to the above terms and conditions of the license;
 - b. to remove the Improvement and restore the Extension Area to the condition it was immediately prior to the construction of the Improvement, all at his or her expense, within 60 days of receiving written notification from the Board of Directors that the license is revoked; and
 - c. that if the Improvement is not removed and the Extension Area not restored within such 60 day-period, the Board of Directors shall have the right to cause such removal and restoration at the Unit Owner's expense and to record a lien, enforceable under the Maryland Contract Lien Act, against the Unit in question for the payment of such costs.

12.4.6. PRIVACY WALLS

- 12.4.6.1. A "privacy wall" means an exterior wall that is neither a party wall nor an extension referred to in Section II of the Declaration, that separates the rear exterior portion of a Unit from another Unit or from the Common Elements, and that is no higher than eight (8) feet above ground.
- 12.4.6.2. The following rules apply to privacy walls constructed on or after April 1, 2010:
- 12.4.6.2.1. Privacy walls may be no more than eight (8) feet in height above ground and shall be connected to existing projections of the party walls. Privacy walls may not extend beyond the boundaries of a Unit into the Common Elements, unless the Rules and Regulations in Section 12.4.5. for TERRACES (REAR PATIOS) are followed with respect to the limits of such extensions and the execution of a written Revocable License Agreement for recording among the Land Records of Baltimore County, as described in Section 12.4.5. TERRACES (REAR PATIOS).

- 12.4.6.2.2. Each application for approval of construction of a privacy wall must include elevation drawing(s) and plans and specifications (including details of footers, structural supports and connections) and must specify the materials to be used and the name of the proposed contractor.
- 12.4.6.2.3. Privacy walls between two Units must match the exterior material (i.e. brick or stucco), color and texture of the projection to which it is connected and shall be flush with such projection. The application for approval shall be accompanied by the written consent of both Unit Owners on either side of the wall, as well as a maintenance agreement executed by both Unit Owners and to be recorded at the expense of the Applicant among the Land Records of Baltimore County, allocating responsibilities for maintenance and repair of the wall, whether it be agreed to be a joint responsibility or the responsibility of one Unit Owner, and providing for reasonable access by each Unit Owner to the other Unit for purposes of maintenance and repair of the privacy wall.
- 12.4.6.2.4. Privacy walls between one Unit and the Common Elements must match the exterior material of the Unit (i.e. brick or stucco).
- 12.4.6.2.5. The drawings, plans and specifications (including details of footers, structural supports, connections, and materials to be used), together with the maintenance agreement and written approval of the adjacent Unit Owner, if applicable, must be submitted to the Manager. The Manager will forward the proposal to the Buildings and Roads Chairperson, who in consultation with the Buildings and Roads Committee will review the proposal and determine whether an opinion from the Condominium Architect is necessary. If so, the Applicant will submit the drawings, plans and specifications to the Condominium Architect. The Applicant shall bear the entire cost of the production and reproduction of all plans and specifications relating to the proposed wall and shall pay the cost of the review and report of the Condominium Architect. Final approval may be granted only by the Board of Directors and not by the Manager, the Buildings and Roads Committee or Chairperson, or any architect. The Board of Directors may require the Condominium Architect's review of the completed project.

APPLICATION FOR ADDITION, CHANGE OR ALTERATION TO EXTERIOR OF UNIT

I/We _____,
Owner(s) of the Condominium Unit located at _____,

hereby apply for approval to make (check one): ☐ addition ☐ change or alteration
to the following exterior of my/our Unit (to paint or stain, see Appendix A to the Rules and
Regulations):

- ☐ 1. Storm and screen door
- ☐ 2. Windows
- ☐ 3. Main front exterior door
- ☐ 4. Rear patio or deck door
- ☐ 5. Main level rear deck
- ☐ 6. Bedroom rear deck
- ☐ 7. Terrace (rear patio)
- ☐ 8. Privacy wall
- ☐ 9. Gutter
- ☐ 10. Fascia Board
- ☐ 11. Other _____

Attached are the following:

- 1. Plans and Drawings
- 2. Specifications and Materials to be used
- 3. Name of proposed Contractor
- 4. Approvals from adjoining Unit owners (where applicable)

In submitting this application, I/We agree that the Board of Directors may require, at my/our expense, (1) the opinion of the Condominium Architect in its review of this application and (2) the approval of the Condominium Architect of the completed work.

Owner signature/Date

Owner signature/Date

☐ Approved

☐ Disapproved

Date _____

President of Thornton Wood Condominium

Complete form in triplicate. Sign and date all three copies. Send original and one copy to the Manager. Retain the third copy for your records.