

**QUAIL MEADOW**  
COMMUNITY ASSOCIATION, INC.  
**ARCHITECTURAL GUIDELINES**

Revision 2.0  
Effective 4/12/2021

Revision	Effective Date	Description
1.0	4/4/2002	Initial approved version
2.0	4/12/2021	Structural/formatting changes including common font, common format, common phrases, alphabetical order of items. New sections related renewable energy, and other requests received. Updates based on previously approved changes and law changes. Added useful links. Application and checklist pages reformatted to allow use of PDF fillable forms.

# TABLE OF CONTENTS

1	Introduction.....	5
1.1	Grandfathering .....	7
1.2	Conflicting law.....	7
2	Procedure For Submission .....	8
2.1	Helpful Definitions.....	8
3	Improvements With Guidelines .....	10
3.1	Awnings .....	10
3.2	Basketball Poles .....	10
3.3	Clothes Poles .....	11
3.4	Decks.....	11
3.5	Driveways.....	12
3.6	Exterior Paint and Color Changes.....	13
3.7	Fences and Gates.....	13
3.8	Flagpoles .....	14
3.9	Gazebos .....	15
3.10	Hot Tubs .....	15
3.11	Landscaping.....	15
3.12	Mailboxes .....	17
3.13	Major Additions/Modifications .....	18
3.14	Patios .....	19
3.15	Play Equipment.....	19
3.16	Retaining Walls .....	20
3.17	Roof Shingles .....	21
3.18	Satellite Dishes .....	21
3.19	Sheds.....	22
3.20	Solar Panels .....	22
3.21	Solar Roof Shingles.....	23
3.22	Solar Water heaters.....	23
3.23	Storm Doors.....	23
3.24	Swimming Pools.....	24

3.25	Swing Sets .....	25
3.26	Trash Can Enclosures .....	25
3.27	Walkways .....	25
3.28	Wind Turbines .....	26
4	All other Improvements .....	27
5	Modification to existing improvements .....	28
5.1	Repair and maintenance .....	28
5.2	Removal .....	28
5.3	Enhancements.....	28
6	Useful Links.....	29
6.1	Carroll County Permits: .....	29
6.2	Satellite dishes:.....	29
6.3	Solar panels: .....	29
7	Forms .....	30
	Architectural Change Application .....	31
	Exterior Structure Checklist.....	35
	Fence Checklist.....	36
	Landscaping Checklist .....	37
	Solar Panel Checklist .....	38

# 1 Introduction

All new construction and exterior modifications to a home or lot in Quail Meadow including some types of landscaping must first be reviewed and approved in writing by the Quail Meadow Architectural Review Committee (QMARC). This is required by the Quail Meadow Community Association, Inc. Declarations of Covenants, Conditions, Restrictions and Easements, the “Covenants”.

The Board of Directors of the Quail Meadow Community Association, Inc., is pleased to provide you with these Design Guidelines and Standards for your use in preparing an application for review by the QMARC. The purpose of this booklet is to serve as an adjunct to the Quail Meadow Covenants. In case of any conflict between the Covenants and these Design Guidelines and Standards, the Covenants shall control. It is not intended as an inflexible set of rules, but rather as a handy reference tool, which will provide you with the information you need to understand the architectural review procedure, and to make the system work for you and your neighbors in the community. Ultimately, the goal of the QMARC and the Design Guidelines and Standards is to preserve the unique quality of Quail Meadow, and to maintain the high standards that make it a desirable place to live, and ultimately preserve and enhance property values in the community.

The Board of Directors of Quail Meadow Community Association, Inc. welcomes any comments or suggestions you may have regarding this booklet.

Quail Meadow is a planned development that consists of 110 homes and various community amenities including tot lots, walking paths, a pond, and basketball courts. The developer’s goal was to create an enclave of residences characterized by first-class detailing, materials, and construction. In general, homes in Quail Meadow shall reflect designs that are cohesive, consistent, and properly proportioned in keeping with the architectural styles in the neighborhood. The QMARC will evaluate homes for their ‘overall design’ rather than a sum of the component parts. Property owners must be cognizant that elements of architecture taken from several different homes in Quail Meadow may not necessarily be appropriate when combined on the same house, as it is the effect of all the design elements working together which maintains a home’s uniform appearance. Comments, suggestions, approvals, and rejections may be based solely on the judgment of the QMARC.

The QMARC is responsible for applying certain standards in making decisions regarding architectural improvements at Quail Meadow. The standards are generally defined under Article V of the Covenants and these Architectural Guidelines.

The guiding principles that direct the QMARC in making its decisions include:

- Preserving the consistent uniform appearance of the streetscape and front yards in the community and the beauty and usefulness of the rear and side yards.
- Preserving this appearance while not impeding the homeowners’ right to enjoy their properties and their desired use.

- Protecting owners against improper use of surrounding lots as might depreciate the value of their lots;
- Guarding against the erection of poorly designed or proportioned structures or the use of unsuitable materials;
- Obtaining harmonious color schemes;
- Preventing haphazard and inharmonious improvement of lots.

In all cases, the QMARC is concerned with the impact on and the view from neighboring lots, roads, and recreational areas. Furthermore, it is mindful of any improvements that serve to create a precedent in the community.

In order to facilitate the QMARC's review and approval process, and in order to provide a quick and thorough response to requests for architectural additions or modifications, the QMARC urges owners to submit items for review in an all-inclusive manner. In other words, 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, the QMARC requests that, whenever possible, you devise your entire plan from the outset. The forethought will benefit you by saving time in the early stages, and it will assist the QMARC by providing the entire picture of what you are planning to do.

As an example, if you intend to submit a pool plan we ask that you provide QMARC with the required deck or patio plan, a complete landscape plan, with location, type, and size 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, you should indicate such on your application.

However, the QMARC recognizes that homeowners may design modifications over time that will require multiple submissions for review. The QMARC will accommodate these submissions as well.

The following Architectural Review Guidelines will assist you in making all-inclusive submittals. These guidelines indicate, in many cases what will or will not be approved. By following these guidelines, you should find that the procedure for submitting applications for review to the QMARC is a very straightforward, simple process.

The QMARC has developed Exterior Improvement and Planting Checklists ("short forms") for many of the most common projects. It is the QMARC's goal to expedite the approval process, not to impede, restrict, or otherwise hinder the construction of projects that fall within the scope of the Exterior Improvements Application Checklist.

This booklet provides guidelines that address the most common elements of new construction and modifications, although there may be some exterior changes desired by owners for which guidelines have not been included. When in doubt, please submit plans for approval. The

QMARC has included Helpful Definitions in this packet to assist you when deciding if your project needs approval.

Finally, the QMARC intends to work with homeowners on their plans for improvements and welcomes conversation on any issues related to these improvements. The QMARC intends to assist homeowners, to the greatest extent possible, in completing their desired improvements while meeting the architectural desires of the community as a whole.

## **1.1 Grandfathering**

If previous requirements have changed in this updated document, any documented and previously approved improvement remains pre-eminent and approved.

## **1.2 Conflicting law**

If specific requirements in this document conflict with government requirements or laws, the government requirements or laws shall have precedent.

## 2 Procedure For Submission

For the property improvements listed in this booklet that require review by the QMARC, the QMARC has designed Checklists, which indicate the specific information that must be submitted to the QMARC for speedy approval of many common property improvements.

As per Section V of the Covenants, the homeowner must submit plans and/or any applicable Checklists prior to commencing any construction. The Board or its designee, the QMARC, shall have **45 days** to review submissions and respond. However, the purpose of the Checklists is to expedite the approval process so as not to impede, restrict, or otherwise hinder the construction of projects that conform to the enclosed Guidelines. Therefore, it is the hope of the QMARC that the use of the Checklist will make the approval process shorter than the allowed 45 days. Above all, it is our goal as a committee to work as quickly as possible for our neighbors.

If your project is one that does not have a Checklist, please submit plans for approval according to the Architectural Change Application found in this packet. These Guidelines and Checklists are not intended to address every possible property improvement, so when in doubt please submit plans for review.

All plans and applicable Checklists should be submitted via email to [qmarc@quailmeadow.net](mailto:qmarc@quailmeadow.net).

Upon receipt of the QMARC's decision, if you are not satisfied with the QMARC's decision you may appeal to the Board and the QMARC at the next Executive Board meeting, usually held every other month. Please submit your plans and a letter of your intent to appeal to the President of the Board at [president@quailmeadow.net](mailto:president@quailmeadow.net)

### 2.1 Helpful Definitions

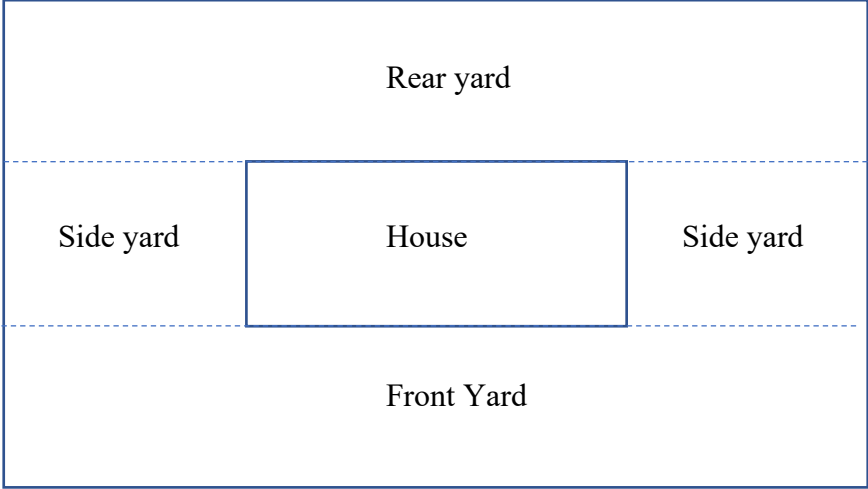
Section V of the Covenants requires the homeowner request approval before erecting any building, fence, wall, hedge (over 2 feet high), or other structure on any lot. When questioning whether your improvement requires approval, please consider a structure as defined in Section V of the Covenants as:

- Anything or device (other than trees, hedges less than 2 feet high, and landscaping) which may affect the appearance of a lot.
- Any excavation which affects or alters the natural flow of any water in any natural or artificial stream, wash or drainage channels from, upon, or across any lot.
- Any change in the grade of a lot by more than six inches.

The courtesy consult is communication between neighbors of a planned project. This is not approval by your neighbor.



When planning your home improvements, consider these defined areas:



Note: If your home is located on a corner lot, please consider the location of your front, side, and back yard, to that of your neighbor's front, side and back yard.

## 3 Improvements With Guidelines

### 3.1 Awnings

#### *Specifications:*

- They only are to be placed in the rear of the home.
- They should be as consistent as is possible with existing trim, siding, and color scheme of the home.
- They must be kept in good repair.

#### *Application:*

- Complete the [Architectural Change Application](#)
- Complete the [Exterior Structure Checklist](#)

### 3.2 Basketball Poles

#### *General Considerations:*

The results of a community poll indicate that basketball poles are acceptable when following the Specifications.

#### *Specifications:*

- Is removable
- Is free of rust
- Suspends a net in good condition
- Has a white, black, or clear backboard kept in good condition (no neon colors)
- When placed in the front yard, is located no further than half way between your house and street. For safety reasons, the QMARC will not allow community members to place their basketball poles in the street.

#### *Application:*

- When the basketball pole meets all the Specifications, no approval is needed.

### **3.3 Clothes Poles**

#### ***General Considerations:***

Section V of Covenants allows for outdoor laundry drying with the condition that it is appropriately located, screened, or landscaped so as to preserve the scenic beauty and integrity of the development and in any case shall be located in the rear of the dwelling.

#### ***Specifications:***

- The clothes pole is removable.
- When not in use the clothes pole should be taken down and stored.
- It must be located in the back yard as close to the house as possible.
- When drying clothing, give careful consideration to neighbors by leaving clothing hanging for only the length of time reasonable for drying.

#### ***Application:***

- When the clothes pole meets all the Specifications, no approval is needed

### **3.4 Decks**

#### ***General Considerations:***

The QMARC expects to receive many requests for the addition or revision of a deck or patio. Because of the extended living space which a deck or patio provides, and the opportunity to better enjoy the outdoor views at Quail Meadow, the QMARC understands the desire of owners to add or modify a deck. The focus of the review is to be certain that the proposed design is complementary to the existing house and will not significantly interfere with the right of enjoyment of adjacent residents.

#### ***Specifications:***

- Decks will only be allowed on the rear or side of homes.
- Decks will NOT be allowed on the front of the home.
- Decks should not extend beyond the owner's building restriction line.
- New decks or modifications to existing decks must provide continuity in detailing. This includes materials, color, post location, railing design, and trim.
- Decks must be constructed with pressure-treated, rot-resistant wood, or vinyl composite material.
- Painted or stained decks should be of a color that blends well with the brick and trim color of the house.

- Lattice may be used to screen in the underside of the deck; between the deck and the ground.
- The QMARC may require some additional landscaping around the deck in instances where the deck is visible from the neighbors, the road, or recreational areas.
- If the area under the deck is to be used for storage, it must be properly screened to block the view from adjacent properties or roads.
- Any deck appurtenances such as arbors, pergolas, lattice, and trellises must be submitted as part of a complete deck application package.
- Carroll County requires a building permit for deck construction. Please see Carroll County website for permit requirements.

***Application:***

- Complete the [Architectural Change Application](#)
- Complete the [Exterior Structure Checklist](#)

## **3.5 Driveways**

***General Considerations:***

It is not anticipated that many requests for driveway revisions, either in design or material, will be made since these issues should be carefully considered during the original new home construction review and approval process. The impact of an enlarged or modified driveway on neighboring properties will be carefully considered. New or revised walkway plans must also be submitted to the QMARC for review and approval.

***Specifications:***

- Enlarging or modifying a driveway may be done only where it and its use will not adversely affect adjacent property, natural areas, or drainage, and where it will not negatively affect the appearance of the streetscape.
- Enlarging driveways and adding parking pads must be done with the same material as the existing driveway.
- Should the driveway cause disturbance of any existing vegetation, the owner will be required to re-plant landscaping.
- The owner may be requested to plant additional landscaping, if needed, to soften the impact and view of the driveway from neighboring properties.
- Materials for driveways are limited to asphalt. Any other materials, including monolithic poured concrete, will generally be unacceptable unless the QMARC at its sole discretion decides the specific circumstances warrant the use of other materials.

***Application:***

- Complete the [Architectural Change Application](#)
- A grading plan if the existing grading is changed.
- A plan showing additional landscaping, if needed, to soften the impact of the driveway from neighboring properties.

## **3.6 Exterior Paint and Color Changes**

***General Considerations:***

Per Section V of the Covenants, exterior color changes must be pre-approved. Color changes to portions of the home must match or complement existing colors. Complete exterior color changes must match the existing color scheme of the community.

***Specifications:***

- Color schemes must remain consistent within the community.
- Color schemes must match or compliment the home.

***Application:***

- Complete the [Architectural Change Application](#)
- Specification of areas to be painted and color to be used (a simple drawing of the house, listing areas to be painted and colors to be used).
- A color sample card from the paint store.

## **3.7 Fences and Gates**

***General Considerations:***

The general philosophy of the QMARC is to retain an open feeling to the community. The QMARC permits only those types of fencing which accomplish the overall effect of an open community.

Be aware, when erecting a fence near, or within a utility or right of way easement, the fence may be at risk if work or repairs are needed to utilities within the easement.

***Specifications:***

- Fencing is to be erected no closer than the front corners of the home.
- No fencing will be permitted in front yards.

- Fences are restricted to a height of 55 inches maximum measured from the level ground to top of fence panel. Fence posts may be a few inches higher
- The fence must be constructed of wood, vinyl material, or aluminum.
- If wire mesh is used it must be vinyl or rubber coated, and be green or black in color.
- Plain galvanized mesh is not permitted.
- Chain Link fence styles are not permitted.
- Gates must maintain the same height as the rest of the fence.
- Gates should be in the same style as the fence.
- No privacy fences of any height, type, or style are allowed.
- The grass must be trimmed/maintained on both sides of the fence. When a fence section borders HOA/Common ground, the fence owner is to perform this task. When a fence section borders a neighbor, due to private property issues, the fence owner and neighbor should discuss who will trim/maintain the grass.
- The fence owner is responsible for maintaining (painting/repairing/etc.) both sides of the fence when needed. When a fence section borders a neighbor, the fence owner and neighbor should discuss and agree on access permission/etc. to the fence if needed.

***Application:***

- Complete the [Architectural Change Application](#)
- Complete the [Fence Checklist](#)

## **3.8 Flagpoles**

***General Considerations:***

The results of a community poll indicate that the Community does not want flagpoles erected in the front yard. However, flagpoles are acceptable if placed in the side yard or back yard. When choosing a location, please give consideration to your neighbors with regard to noise and construction. Flags may be displayed on staffs attached to the front of the house.

***Specifications:***

- Flagpoles are acceptable if placed in the side yard or in the back yard.
- No flagpoles are allowed in the front yard.
- Flags may be displayed on staffs attached to the front of the house.

***Application:***

When the flagpole or staff meets all the Specifications, no approval is needed.

## 3.9 Gazebos

### *General Considerations:*

It is expected that many homeowners will want to place gazebos on their lot. When planning the location of the gazebo the homeowner should consider the effect it will have on his/her neighbor. Also, be aware of any utility or right of way easements when locating the gazebo. The gazebo should blend well with the lot and home.

### *Specifications:*

- Gazebo should be made of pressure treated wood that is stained or material and color scheme must match or compliment home.
- If wood shingles are not used, shingles must match those of the home.
- Rules vary based on how the gazebo is constructed with respect to permits. Please see Carroll County website for permit requirements.

### *Application:*

- Complete the [Architectural Change Application](#)
- Complete the [Exterior Structure Checklist](#)

## 3.10 Hot Tubs

### *Specifications:*

- Hot tubs will only be allowed on the rear of homes.
- All hot tubs must have a cover that is secure for the safety of our children.
- It is suggested that hot tubs be screened for privacy
- Carroll County requires inspection of electrical service to hot tub

### *Application:*

- When the hot tub meets all the Specifications, no approval is needed.

## 3.11 Landscaping

### *General Considerations:*

Homeowners should feel free to add definition and variety to their yards through the use of landscaping and plantings. The QMARC does not seek to restrict homeowner plantings or landscaping that are in support of maintaining an open environment and community.

Plantings that require prior approval include the following:

- Four or more plants (trees, bushes, shrubs, any botanical organism) planted in a row that is already or can reasonably be expected to grow to a height of greater than two feet. Timing of the planting of any individual component of a planted row is irrelevant; when the total of plants matching the above description reaches four, approval is required prior to the planting.
- The plants either already or can reasonably be expected to physically screen, separate, or significantly limit visibility beyond the row as they grow.
- The plants either form or complete an enclosure of the homeowners' property, or that of his neighbors. These requests will generally be denied, but will be evaluated on a case-by-case basis.

**Some example scenarios that may help clarify this:**

- Four Leyland cypress trees (1 ½' tall) planted as a row along a property line, 5 feet apart can be expected to grow over 2 feet high and join to form a physical separation. This planting requires approval.
- Six Fraser Fir trees (8' tall) planted as a row 20 feet apart cannot be reasonably expected to form a physical separation, or significantly limit visibility. This planting would not require approval.
- Eight Boxwood bushes (3' tall) planted as a row 4 feet apart can be expected to grow together and form a hedge that will provide a physical separation. This planting would require approval.
- Ten tulips (1 ½' tall) planted as a row 10 inches apart may indeed grow to over 2' tall, but is not reasonably expected to form a visual or physical barrier. This planting would not require approval.

***Specifications:***

- Rows of plantings exceeding two feet in height placed in the front yard are discouraged; these requests will be considered on a case-by-case basis, but generally will not be approved.
- Plantings along or within any utility or right of way easements are at risk, should work or repairs to utilities in these areas be required.
- Individual planting, rows of plants that will remain less than 2 feet in height, and general gardening requires no approval by the QMARC.
- Vegetable gardens should be located in the rear of the home and do not require approval by the QMARC

***Application:***


- Complete the [Architectural Change Application](#)
- Complete the [Landscaping Checklist](#)



## 3.12 Mailboxes

### *General considerations:*

Mailboxes must be replaced with the same design, color, and material as the box originally supplied by the developer or as modified below. These mailboxes and posts can be purchased and installed from:

<p>My Mailbox Man 150 Airport Dr Suite 105 Westminster, MD 21157 410-635-6963 1-800-776-2450 mymailboxman.com <a href="mailto:mailboxman1@yahoo.com">mailboxman1@yahoo.com</a></p>	<p>Sample mailbox from their website (used with permission)</p> 
--	---

In addition, the metal mailbox can be replaced with same shape and size from home improvement stores such as Home Depot.

### *Specifications:*

- Posts must be made of wood or encased in maintenance free vinyl
- Color must be white
- The metal mailbox is no longer required to be covered with white slats

### *Application:*

- No application is needed. Mailboxes not meeting the Specifications are not allowed.

### 3.13 Major Additions/Modifications

#### *General Considerations:*

This section includes room additions, front/rear porches, sunroom, etc.

Major additions and outbuildings can have a significant impact on the appearance of the original building and on neighboring property. The QMARC will be sensitive to this fact in making its decisions regarding the addition.

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

#### *Specifications:*

- The design of the addition or outbuilding must be compatible in scale, massing, roof pitch, character, materials, and color with the original house.
- The location of the addition or outbuilding 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 QMARC may require additional landscape screening of adequate size at the time of planting to visually soften the view of the addition from neighbors or the street.
- Changes in grade or drainage resulting from the addition must not adversely affect adjacent property and should be shown on the site plan.
- Carroll County requires a building permit for additions to a home. Please see Carroll County website for permit requirements.

#### *Application:*

- Complete the [Architectural Change Application](#)
- Architectural Change applications for major additions or modifications must include detailed information.
- Keep in mind that the Committee must have sufficient information to determine what the completed installation or construction will look like and how it relates to its surroundings.
- QMARC Architectural Change Application.
- Front and side architectural elevations and plan views with dimensions showing the structure on the home. These must be drawn to scale showing proportions and relationships to existing house.
- Any other information necessary to assist the QMARC in making a judgment on the request such as photographs, samples of colors and materials, if different from the existing buildings, should be included.
- Site plans and/or record plat showing the location of the proposed addition or outbuilding, the existing building, and the setbacks from all property lines.

- Drawings or photographs of the existing building and site conditions before the proposed changes.
- Samples of colors and materials, if different from the existing buildings.
- Landscape plan 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. Complete QMARC Planting Approval Checklist

### 3.14 Patios

#### *General Considerations:*

The QMARC expects to receive many requests for the addition or revision of a patio. Because of the extended living space which a patio provides, and the opportunity to better enjoy the outdoor views at Quail Meadow, the QMARC understands the desire of owners to add or modify a patio. The focus of the review is to be certain that the proposed design is complementary to the existing house and will not significantly interfere with the right of enjoyment of adjacent residents.

#### *Specifications:*

- Patios will only be allowed on the rear or side of homes.
- Patios will NOT be allowed on the front of the home.
- Patios should not extend beyond the owner's building restriction line.
- Patios are encouraged to be stone, brick, exposed aggregate, concrete or stamped concrete.
- Colored concrete should match or compliment the color scheme of the home.
- Edges must be neatly finished and should not exceed 6 inches in height.

#### *Application:*

- Complete the [Architectural Change Application](#)
- Complete the [Exterior Structure Checklist](#)

### 3.15 Play Equipment

Includes swing sets, jungle gyms, play forts etc.

#### *General Considerations:*

When locating play equipment, please consider its effect on your neighbor.

#### *Specifications:*

- Play equipment must be located in the rear yard of the home.
- Play equipment must be maintained and kept in good repair.

- When locating play equipment, please consider its effect on your neighbor.
- If play equipment is along or within any utility or right of way easements, homeowner(s) acknowledge that the structure may be at risk and you may be financially responsible for removal/replacement of structure if work or repairs are needed to utilities within the easement

***Application:***

When play equipment meets all the Specifications, no approval is needed.

### **3.16 Retaining Walls**

***General Considerations:***

Retaining walls should be as unobtrusive as possible and should be installed only where structurally necessary such as for purposes of diminishing erosion or creating a more level lawn or garden area. Retaining walls should be built only to the minimum height needed to serve their function.

***Specifications:***

- Retaining walls must be constructed of stone, brick, or wood.
- The ends of all walls should be gradually tapered down to the ground rather than abruptly ending.
- In some cases, safety codes may require a railing atop the retaining wall; the owner is responsible for determining through the proper authorities if a railing is necessary. Should a railing be required, the design specifications including dimensions, material, and color must be included as part of the application. Alternatively, the homeowner may want to consider stepping the wall in a terracing effect in order to keep the wall height below the maximum allowable height for which a rail is not required.
- In certain instances, plantings may be required to screen areas where the retaining wall will be obtrusive either from the street and/or neighboring homeowners.
- If required, the maximum allowable height of the railing is 48 inches
- Carroll County requires a building permit for walls 4 feet or more in height. Please see Carroll County website for permit requirements.

***Application:***

- Complete the [Architectural Change Application](#)

## 3.17 Roof Shingles

### *General Considerations:*

QMARC requests that the roof tiles maintain a harmonious color scheme and be compatible in character to those being replaced. QMARC's intent is to see that replacement shingles complement or match the color originally used so as to continue preserving the uniform appearance of the streetscape. These guidelines are for standard roof shingles, if you are installing solar shingles, please refer to [Solar Roof Shingles](#).

### *Specifications:*

- Shingles must be made of asphalt
- 3 tabbed or Architectural shingles are allowed
- The same color should be used for replacement shingles

### *Application:*

- When replacement shingles meet all the specifications, no approval is needed.
- Color changes require the [Architectural Change Application](#).

## 3.18 Satellite Dishes

### *General Considerations:*

Whenever possible, satellite dishes should be placed in an unobtrusive location, preferably towards the rear of the home. The QMARC understand that not all homes can place the satellite dishes in the rear. The goal is to request that installations be as aesthetically pleasing as possible.

### *Specifications:*

- Satellite dishes are to be 1 meter or less in diameter.
- Satellite dish is securely fastened down so that it will not be blown loose.
- Satellite dishes larger than 1 meter in diameter are not permitted.

### *Application:*

- When the satellite dish meets all the specifications, no approval is needed.

## 3.19 Sheds

### *General Considerations:*

It is expected that many homeowners will want to place sheds on their lot. When planning the location of the shed the homeowner should consider the effect it will have on his/her neighbor. Also, be aware of any utility or right of way easements when locating the shed or gazebo. The shed or gazebo should blend well with the lot and home.

### *Specifications:*

- Sheds will only be permitted in back and side yards.
- Color scheme must match or compliment home.
- Shingles must match those of the home.
- Rules vary based on how the shed is constructed with respect to permits. Please see Carroll County website for permit requirements.
- .

### *Application:*

- Complete the [Architectural Change Application](#)
- Complete the [Exterior Structure Checklist](#)
- 

## 3.20 Solar Panels

### *General Considerations:*

The solar panel system shall comply with the annotated code of Maryland, Real Property Article Section 2-119).

State law allows HOAs to place restrictions on placement/installation of solar panels. It is not the intent of the QMARC to prevent solar panels or to reduce their efficiency. The goal is to make installations aesthetically pleasing as possible. Any reputable solar company will gladly work with HOAs to accomplish this. As such, please contact QMARC for help and suggestions for an aesthetically pleasing installation prior to the selection and installation process.

**All potential configurations and changes in technology cannot be anticipated in these guidelines. As such please meet with QMARC \*\*\*prior\*\*\* to contractor selection, as QMARC has access to a current owner that will pass on their experience and research information, tips, suggestions, etc. and can provide valuable help in your selection process and design.**

### *Specifications:*

- Match as closely as possible the color of the solar panels to the existing roof color.
- Match as closely as possible the racking to the panels and the color of the roof color.
- Match as closely as possible the conduit on the roof to roof color. Dark roofs should use black conduit, not silver conduit
- Limit visible runs of conduit on the front side of the roof. Potentially run the conduit over the top of the roof and have the horizontal runs on the back side of the roof if this is more aesthetically pleasing. QMARC will work with homeowner on possible options.
- Match as closely as possible the conduit traveling from roof to the ground to the siding/trim color (most likely silver conduit or painted to match siding and trim).
- Locate the conduit traveling from roof to ground along roofline and next to a downspout to minimize visibility of the conduit.
- If system is small enough and house is oriented to accommodate, place panels on the back side of the roof.
- Place inverter inside of house or outside towards rear of the house, if possible.

### *Application:*

- Complete the [Architectural Change Application](#)
- Complete the [Solar Panel Checklist](#)

## **3.21 Solar Roof Shingles**

At this time, QMARC does not have experience of what makes for an aesthetically pleasing installation. Please contact QMARC prior to any action so we can work together. The end goal is aesthetics, so assuming similar technology to [Solar Panels](#), one main concern is using the same conduit and inverter specifications as listed for [Solar Panels](#).

## **3.22 Solar Water heaters**

At this time, QMARC does not have experience of what makes for an aesthetically pleasing installation. Please contact QMARC prior to any action so we can work together.

## **3.23 Storm Doors**

### *General considerations:*

The color of the storm door should match or compliment the color scheme of the home. These guidelines can't anticipate all color options, but reasonable combinations will likely be approved.

***Specifications:***

- Preferred color is white

***Application:***

- When the storm door meets all the specifications, no approval is needed.
- Other situations (i.e. color is not white) require the [Architectural Change Application](#)

## **3.24 Swimming Pools**

***General Considerations:***

A swimming pool and associated decking and fencing must be planned and designed in conformance with the character of the Quail Meadow community.

- Note: Carroll County requires a building permit for swimming pools. Please see Carroll County website for permit requirements.

***Specifications:***

- May only be located in rear yards.
- Fences for pools must comply with the QMARC Guidelines and meet Carroll County code.
- Swimming pool equipment must be located to avoid interference with neighbors and must be enclosed architecturally or screened from view with evergreen landscaping.
- Structures used to enclose equipment must also be softened with landscaping where visible from other properties.

***Application:***

- Complete the [Architectural Change Application](#)
- Complete the [Fence Checklist](#)
- Complete the [Landscaping Checklist](#)



## 3.25 Swing Sets

Please see [Play Equipment](#).

## 3.26 Trash Can Enclosures

### *Specifications:*

- They should be located in the side yard near the rear of the dwelling or in the back yard.
- They should blend with the overall structure and/or fencing on the property.
- They should be 48” or lower
- They should have a width and length to be slightly larger than the cans they are enclosing.

### *Application:*

When enclosures meet all the Specifications, no approval is needed.

## 3.27 Walkways

### *General Considerations:*

Creating or modifying a walkway may be done only where it and its use will not adversely affect adjacent property, natural areas, or drainage, and where it will not negatively affect the appearance of the streetscape.

### *Specifications:*

- Modifying walkways must be done with the same material as the existing walkway.
- Walkways are encouraged to be stone, brick, exposed aggregate, concrete or stamped concrete.
- 
- Colored concrete should match or compliment the color scheme of the home.
- Painting or coloring concrete is not permitted.

### *Application:*

- Complete the [Architectural Change Application](#).
- Complete the [Exterior Structure Checklist](#)
- A grading plan if the existing grading is changed.
- A plan showing additional landscaping, if needed, to soften the impact of the driveway from neighboring properties.

### **3.28 Wind Turbines**

At this time, QMARC does not allow wind turbines. Contact QMARC with questions or inquires.

## **4 All other Improvements**

### ***General Considerations:***

QMARC can't anticipate all possible improvement requests. For situations not listed in the previous sections, please complete QMARC Architectural Change Application.

### ***Application:***

- Complete QMARC Architectural Change Application

## **5 Modification to existing improvements**

### **5.1 Repair and maintenance**

When you need to repair an existing improvement such as your house, deck, patio, etc. There is no approval needed as long as you repair/replace items with same material, color, etc. As an example, if your deck needs to be pressured washed and stained, no approval is needed if the stain is the same color as that which was approved. If you want to pressure wash the deck then paint it a different color, an Architectural Change Application needs to be filled out.

Please note that some repairs require a permit. Please see Carroll County website for permit requirements.

### **5.2 Removal**

When removing an approved structure, an Architectural Change Application needs to be filled out. This allows the QMARC records to be current for your and future owners and to verify the cleanup completes in a timely manner, such as reseeding the yard if needed after removing shed, etc.

### **5.3 Enhancements**

Enhancements to existing improvement require an Architectural Change Application. As an example, if you have a patio in your back yard made of pavers and you want to enlarge it by adding additional pavers, an Architectural Change Application is needed.

## **6 Useful Links**

Below are some useful links for the homeowner and QMARC at the time that this document was written.

### **6.1 Carroll County Permits:**

<https://www.carrollcountymd.gov/government/directory/public-works/permits-inspections/>

### **6.2 Satellite dishes:**

<https://www.fcc.gov/consumers/guides/installing-consumer-owned-antennas-and-satellite-dishes>

### **6.3 Solar panels:**

<https://www.marylandattorneygeneral.gov/CPD%20Documents/Tips-Publications/163.pdf>

–The Annotated code of Maryland, Real Property Article Section 2-119 can be found in appendix B of the document located at:

<https://energy.maryland.gov/Reports/A%20Maryland%20Consumers%20Guide%20to%20Solar.pdf>

## **7 Forms**

### Directions:

1. Please fill out the Architectural Change Application for all requests.
2. Please provide page 1 of the Architectural Change Application to your neighbors for the courtesy consult for them to sign.
3. Please fill out the appropriate checklist(s) needed if part of your request to help speed the approval process.
4. Please attach all requested information. Pictures will help the approval process go quicker.
5. It is understood that building permits might not be available during initial submission to QMARC. Under these cases, QMARC may provide conditional approval and the homeowner would be required to provide the building permit(s) prior to construction starting.

# QUAIL MEADOW COMMUNITY ASSOCIATION, INC.

## Architectural Change Application

Applicant information:

<b>Name(s)</b>	
<b>Address</b>	
<b>Email(s)</b>	
<b>Phone</b>	
<b>Proposed project start date</b>	

As per Section V of the Covenants, the HOA has 45 days to review requests. It is the goal of QMARC to review all request in a timely manner, but please plan ahead for your submissions.

Briefly summarize proposal being submitted:

If this is to notify QMARC that you are removing a previously approved item to keep records up to date, please check this box and submit this page. You agree that the removal and repair of the yard will be completed in a timely manner. No further information, neighbor consult, or approval is needed.

Please provide the two (2) homeowners (neighbors) who will be most affected by the proposed change with a copy of this page for their signatures.

Instructions for neighbor:

Please sign and return to your neighbor to indicate you are aware of the proposed change. Your signature does not constitute approval or disapproval. Any concerns not able to be worked out between residents should be brought up to QMARC.

	<b>Printed Name</b>	<b>Signature</b>	<b>Address</b>
<b>1</b>			
<b>2</b>			

Directions:

The Covenants requires that you submit to the Architectural Review Committee (QMARC) for approval all proposed exterior additions, changes, or alterations to your house and lot. In order to be considered by the Architectural Review Committee, your application must include detailed information describing the proposed change (typically, plans and specifications including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, and materials, and a copy of the lot survey with the location marked). To help you make sure your application is complete, checklists are available for many common alterations. Please use these checklists to avoid delays caused by an incomplete application.

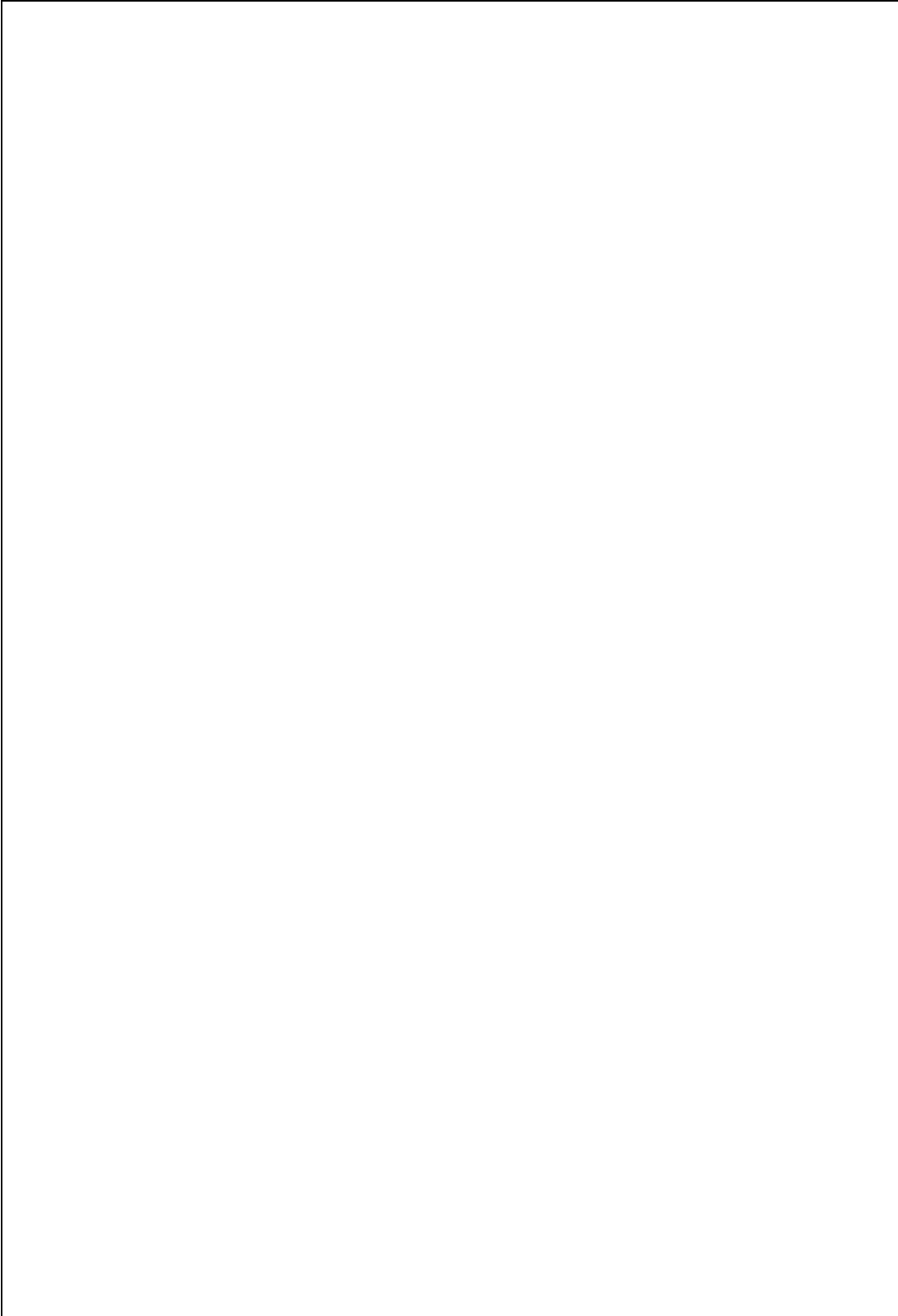
Once completed, please submit this application, neighbor acknowledgement, and required supporting material via email to [qmarc@quailmeadow.net](mailto:qmarc@quailmeadow.net). The QMARC will respond via email that they have received the application. If you do not get this confirmation, please contact the QMARC again and/or your street rep.

Does your project include one or more of the following? If so, please check the appropriate box(es) and attached the corresponding checklist(s).

- Deck/Awning/Shed/Gazebo/Patio**
- Fence**
- Landscaping**
- Solar Panels**

If your project encompasses more than the above check lists or you have additional information to help the review process, describe all proposed improvements, alterations, or changes to your lot or home. Please provide required details by attaching sketches, drawings, clippings, pictures, catalog illustrations, copy of lot survey with the location of the modifications marked, including dimensions, grading plan, etc. to fully describe the proposed change. Please place the information in the box on the next page.





Owner's Acknowledgments:

I/We understand and agree:

1. That approval by the QMARC shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
2. That approval by the QMARC shall in no way be construed as to pass judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of Carroll County and the State of Maryland.
3. That approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the QMARC to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance.
4. That there shall be no deviations from the plans, specifications, and location approved by the QMARC without prior written consent of the QMARC; any variation from the original application must be resubmitted for approval.
5. That I/we authorize members of the QMARC to enter upon my/our property to make one or more routine inspection(s).
6. That construction or alterations in accordance with the approved plans and specifications must be completed within 12 months of the approved date, otherwise the approval by the QMARC shall be deemed conclusively to have lapsed and to have been withdrawn.
7. That it is my/our responsibility and obligation to obtain all required building permits, to contact Miss Utility if necessary, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.
8. That I/we am/are responsible for any damage and all cost to repair any common grounds, community property, or neighbor's property that results from the proposed modifications.

	<b>Owner/Applicant Name</b>	<b>Owner/Applicant Signature</b>	<b>Date</b>
<b>1</b>			
<b>2</b>			

## Exterior Structure Checklist

To be filled out and submitted if your project contains one of the listed exterior structures

**Deck**    **Awning**    **Shed**    **Gazebo**    **Patio**

Include building permit issued by Carroll County is attached - if applicable.

Include lot Survey with Dimensions of improvement shown.

Indicate the type of construction material (ex. Wood, Metal, Masonry, etc...)

Select if using a natural or wood tone stain.

Select if paint or other stain used, specify color and include a color sample:

Select if using siding and indicate siding color:

The style, color, trim, siding, and roof (shingles) are as consistent as possible with related items on the home.

Include pictures/brochures of the structure and/or materials to be installed.

Is structure located within utility or right of way easement?

No

Yes: Homeowner(s) acknowledge that the structure may be at risk and you may be financially responsible for removal/replacement of structure if work or repairs are needed to utilities within the easement.

## Fence Checklist

To be filled out and submitted if your project contains a fence.

Fence is not in the front yard

Fence height is 55" or less. 55" is measured from the level ground to top of fence panel. Fence posts may be a few inches higher

Fence is not a privacy fence.

Fence Material:

Include pictures/brochures of the fence, posts, and gates to be installed.

Include lot survey with location of fence shown.

Is fence located within utility or right of way easement?

No

Yes: Homeowner(s) acknowledge that the fence may be at risk and you may be financially responsible for removal/replacement of fence if work or repairs are needed to utilities within the easement.

## Landscaping Checklist

To be filled out and submitted if your project contains landscaping.

- Type of planting: (evergreen, hardwood, etc.):

--

- Distance (in feet) between each proposed planting:

--

- Planting location takes into consideration size of plant when it reaches maturity.

<b>Height at maturity</b>	
<b>Width at maturity</b>	

- Include site plan showing property lines and intended placement of plantings attached.

- Plantings will not encroach on neighbor's property, common areas, and paths.

- Homeowner agrees to maintain plantings in accordance with the Covenants, Guidelines, and Checklist.

- Plantings do not and will not form or complete an enclosure.

Is planting located within utility or right of way easement?

- No

Yes: Homeowner(s) acknowledge that the planting may be at risk and you may be financially responsible for removal/replacement of planting if work or repairs are needed to utilities within the easement.

## Solar Panel Checklist

To be filled out and submitted if your project contains solar panels.

- Include copy of building permit issued by Carroll County
  
- Include illustrations of projected solar panel installation and placement of accompanying hardware.
  
- Include illustrations of projected conduit installation and placement of inverters and cutoff switches.
  
- If inverter is to be placed outside, include pictures of a previous installation to show color, size, etc. of the inverter, cutoffs, conduit, etc.

<b>Color of solar panels</b>	
<b>Color of racking</b>	
<b>Color of conduit</b>	

**For QMARC use only**

<b>Name(s) of applicant</b>	
<b>Address of applicant</b>	
<b>Date</b>	

Application is approved

Application is conditionally approved subject to the following:

Application not approved due to the following:

Application not considered or incomplete due to the following:

Authorized Signatures (two (2) required)

	QMARC Representative Name	QMARC Representative Signature	Date
<b>1</b>			
<b>2</b>			