

Wilde Lake Architectural Guidelines and Maintenance Standards

Do Not Copy



Wilde Lake Community Association
Slayton House
10400 Cross Fox Lane
Columbia, MD 21044

Phone:
(410) 730-3987
(301) 596-4883
Fax:
(410) 730-6695

Table of Contents

1.0	INTRODUCTION	6
1.1	A High Quality Community	7
2.0	THE ARCHITECTURAL REVIEW PROCESS	8
2.1	The Residential Architectural Committee (RAC)	8
2.2	The Architectural Committee (AC)	9
2.3	Fast Track Process	9
2.4	County Approval	10
2.5	What are Covenants?	10
2.6	A few words on Covenant Compliance	11
2.7	General Policy for Access to Village Documents	14
3.0	MAINTENANCE STANDARDS	15
3.1	Bulk Items	15
3.2	Driveways	15
3.3	Fences	15
3.4	Grass	15
3.5	Gutters & Downspouts	16
3.6	Holiday Decorations	16
3.7	House Numbers	16
3.8	Lampposts & Exterior Light Fixtures	16
3.9	Leaf and Tree Debris	16
3.10	Mold, Mildew, and Algae	16
3.11	Paint	16
3.12	Patio and Walkways	17
3.13	Roof	17
3.14	Screens	17
3.15	Shrubs	17
3.16	Siding	17
3.17	Sidewalks	17
3.18	Tarps	18



Table of Contents

3.19	Trash, Trash Containers and Recyclables:	18
3.20	Trees	18
3.21	Vehicles	18
3.22	Windows	19
3.23	Woodpiles	19
4.0	EXTERIOR ALTERATION GUIDELINES	20
4.1	Additions	20
4.2	Air Conditioning and Heating Units	21
4.3	Animal Shelters and Dog Runs	22
4.4	Antennas and Satellite Dishes	22
4.5	Attic Ventilators	22
4.6	Awnings and Trellises	23
4.7	Basketball Equipment	23
4.8	Chimneys and Flues	24
4.9	Clotheslines	24
4.10	Compost Bins	24
4.11	Decks	25
4.12	Doors and Windows (including Garage Doors & Storm Doors)	25
4.13	Driveways	27
4.14	Dumpsters	27
4.15	Fencing	28
4.16	Flags and Banners	32
4.17	Fuel Storage Tanks	33
4.18	Gazebos	33
4.19	Grills	34
4.20	Gutters	34
4.21	Hot Tubs and Whirlpools	34
4.22	In-Home Businesses	35
4.23	Landscaping	36
4.24	Lawn Ornaments	36



Table of Contents

4.25	Light Fixtures	37
4.26	Patios and Walkways	38
4.27	Play Equipment	38
4.28	Ponds	39
4.29	Portable Storage Units	39
4.30	Privacy Screens	36
4.31	Rain Barrels	40
4.32	Rental Property	41
4.33	Retaining Walls	41
4.34	Roofing	41
4.35	Sheds	42
4.36	Siding	42
4.37	Signs	43
4.38	Skylights	44
4.39	Solar Panels	45
4.40	Swimming Pools	42
4.41	Teardown/New Construction	46
4.42	Tree Removal	46
4.43	Vegetable Gardens	47



RECORD OF REVISION

Revision Number	Date	Reason for Revision
1	October 14, 2005	General Revision
2	November 8, 2005	Addition of Teardown Policy
3	March 7, 2011	Fast Track Process
4	February 3, 2014	Dumpsters, Temp Storage
5	August 4, 2014	Fencing, Dumpsters, Temp Storage
6	February 6, 2015	Wireless (cellular) antennas

Not Copy



1.0 INTRODUCTION

The Wilde Lake Community Association (also known as the Wilde Lake Village Board) and the Wilde Lake Architectural Committee (AC) are pleased to present a detailed set of revised and updated guidelines for exterior alterations, in-home businesses and maintenance standards for residential and some commercial property in the Village of Wilde Lake. These Guidelines are designed to provide parameters to help with plans to alter the exterior appearance of homes, establish acceptable home industries and professions and meet maintenance requirements. The intent of these Guidelines, and the Covenants upon which they are based, is to ensure that the appearance of our Village is maintained while allowing Wilde Lake residents the fullest enjoyment of their property.

This set of Guidelines should provide answers to your questions about how the Wilde Lake Architectural Committee operates. The Committee is always available to assist residents in developing and, if necessary, modifying their applications so that proposed changes fall within these guidelines. Alterations and in-home businesses approved by the Wilde Lake Architectural Committee may also be subject to local association covenants or restrictions and to the additional requirements of Howard County; it is the homeowner's responsibility to ensure compliance with all applicable restrictions.

Questions concerning these Guidelines or the Covenants should be directed to the Covenant Advisor at the Village Office in Slayton House. (Phone: 410-730-3987)

One of the reasons Wilde Lake is a special place is that all property is subject to the Wilde Lake Village Covenants - DEED AGREEMENT AND DECLARATION are designed to:

- Encourage environmental excellence
- Preserve the design integrity and architectural quality of Wilde Lake's land and dwellings
- Maintain the high aesthetic standards that makes Wilde Lake such an attractive and desirable place to live
- Prevent the deterioration of neighborhoods by following the original philosophy of enforcing good maintenance and property standards

These objectives are accomplished through the architectural review system and covenant enforcement. This User's Guide will give you the information you need.



1.1 A High Quality Community

The planned community of Wilde Lake has a variety of styles of detached single-family homes, townhouses, condominiums and an apartment complex.

Wilde Lake is over 35 years old. What were acceptable building practices 35 years ago may not be today, just as what is acceptable today may not be five years from now. Colors and materials available 35 years ago may not be available now. Today's popular design and available materials may differ from the developer's original concept for Wilde Lake.

Keep in mind that these are guidelines and not necessarily rules. If the only issues were related strictly to design and only to what is set forth in these guidelines, Architectural Committee (AC) members could perform their jobs easily. What makes their duties challenging is the need to balance the rights and expectations of property owners with those of their neighbors and the community.



2.0 THE ARCHITECTURAL REVIEW PROCESS

Any exterior alteration to a structure located on a lot in the Village of Wilde Lake must be approved through the architectural review process. The following section describes this process.

2.1 The Residential Architectural Committee (RAC)

The Wilde Lake Village Board appoints five volunteer Wilde Lake residents as the Resident Architectural Committee. The RAC meetings are held every second and fourth Tuesday of the month and are open to the public.

The RAC is the initial committee to review the applications for exterior alterations:

- A site visit is made to the property to assess the proposed change.
- A discussion of the application is held at a regularly scheduled RAC meeting, followed by a vote to either recommend approval as submitted, approval with modification(s) or disapproval. The majority vote then becomes the RAC's recommendation to the Wilde Lake Architectural Committee.
- If the application is incomplete, in the judgment of the RAC, it may be tabled and the applicant may be directed to submit additional information for consideration at the next RAC meeting.

Any applicant who is not satisfied with the RAC recommendation of an application may, within ten days of the initial RAC review meeting, request a full Architectural Committee review of the RAC recommendation.

Anyone who has attended the initial RAC review meeting and signed the "Sign In" log sheet, and is not satisfied with the RAC recommendation, may request (within 10 days of that RAC review meeting) a full Architectural Committee review of the RAC recommendation.

Public notice of applications coming up for consideration by the RAC occurs by posted notice in the lobby at Slayton House, the monthly newsletter published in the Columbia Flier and a notice on the Village Association's web page. The Village Covenant Advisor can be contacted at 410-730-3987 to answer questions about applications coming before the RAC.



2.2 The Architectural Committee (AC)

The AC consists of five members of the Wilde Lake Village Board. The Architectural Committee shall designate a member of the AC as the AC Liaison. This member of the Architectural Committee shall be responsible for making a final determination on all Resident Architectural Committee (RAC) recommendations, based upon the Covenants and Guidelines. The AC Liaison will make a site visit prior to making a final determination on any application in which there is a recommendation to disapprove, there is not a unanimous RAC vote or there is neighbor opposition. The AC Liaison will process residential applications within five business days of the RAC recommendation. The decision of the AC Liaison to approve as submitted, approve with modification(s) or deny the application is final and binding.

2.3 Fast Track Process

For certain residential exterior alterations a *Fast Track* application review process is available to shorten processing time. The standard Application for Exterior Alteration form is also used for *Fast Track* requests, and it **must be complete** at the time of submission for *Fast Track* consideration.

Under given criteria, as described elsewhere in this Wilde Lake Architectural Guidelines and Maintenance Standards, the following alteration categories qualify for *Fast Track*:

- Compost Bins
- Entry Doors
- Garage Doors
- Rain Barrels
- Roofing
- Skylights
- Storm Doors
- Windows

All requests for *Fast Track* review must be submitted no later than noon on any Monday that Slayton House is open*. Upon receipt, the Covenant Advisor will certify that the application meets the eligibility criteria for *Fast Track* process. If the project meets a *Fast Track* criterion and if the application is complete, it will be reviewed by the Village Board's Architectural Committee Liaison, and the applicant



will be notified of the decision by email (or phone if no email address is provided) on Thursday by 3:30 pm.

Please note that *Fast Track* may not be available on certain weeks owing to scheduling difficulties or unforeseen circumstances. If an application cannot be reviewed under the *Fast Track* process, it will be shifted to the regular RAC schedule. The Architectural Committee Liaison has the right to request that any application submitted under *Fast Track* be first reviewed by the full Residential Architectural Committee before making a final decision.

*In general, Slayton House is closed on the following holidays: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas. Please call ahead to determine operating hours.

2.4 County Approval

The property owner is responsible for obtaining all required County approvals. You should contact Howard County authorities (410-313-4400) before you begin any work to verify and obtain the required permits.

2.5 What are Covenants?

The Covenants, which establish the authority for the Architectural Committee, are a binding legal contract between the Village of Wilde Lake and all property owners.

The Covenants give the Architectural Committee the responsibility to set rules and procedures for architectural controls, as well as the power to interpret the covenants and allow exceptions to their restrictions. There are similar covenants for each of the other Villages in Columbia.

The Covenants “run with the land” as part of your deed of ownership and cannot be changed. When the development period of our Village was completed, the Covenants became a contract between the Wilde Lake Community Association as represented by its elected Board of Directors (the “Village Board”) and the residents.



For further information, please see Article VIII
“GENERAL COVENANTS AND RESTRICTIONS” of the
“Wilde Lake Village Covenants – DEED, AGREEMENT AND
DECLARATION”)

The Wilde Lake Village Covenants assure property owners
and residents a minimum standard of architectural design
and property maintenance throughout the village. These
Covenants enable residents (by way of the complaint
process) as well as the Wilde Lake Village Community
Association, to have input into decision making and the
enforcement of the Covenants. (See the Maintenance
Standards Section of this document.)

Copies of the Covenants are available at Slayton House,
Wilde Lake Village Green. Covenants should be issued to
new homeowners at the transfer of property ownership.

2.6 A few words on Covenant Compliance

Wilde Lake Covenant compliance is characterized by the
following:

- It is an anonymous, passive, complaint driven process
- The process must meet the requirements of the
Columbia Association Architectural Resource
Committee (ARC)
- Certificates of Compliance
- Property Standards Evaluators (Part-Time)



A Complaint Driven Process

As a matter of practice, the Wilde Lake Community Association (WLCA) does not employ a full-time person to inspect the Village for Covenant violations. Instead, the WLCA relies on the residents of Wilde Lake to maintain their properties. Covenant enforcement can only be effective if residents are responsive to observed violations.

In Wilde Lake, the process is fairly simple and completely anonymous. If a resident observes what (s)he perceives is a Covenant violation, the resident may contact the Wilde Lake Covenant Advisor (410-730-3987) and describe the nature and location of the perceived violation. The Covenant Advisor will visit the property in question and determine if the condition is in fact a violation.

If the property of concern is found to be in violation of the Covenants, the Covenant Advisor contacts the resident/owner of the property that is in violation. In most cases, the resident/owner and Covenant Advisor work out a means to bring the property into compliance.

Columbia Association Architectural Resource Committee

In those cases where a property owner chooses not to correct a Covenant violation within a reasonable amount of time, the case is forwarded to the Columbia Association Architectural Resource Committee (ARC). The Columbia Association ARC is a committee chartered by the Columbia Association and is not part of the Wilde Lake Community Association. It exists solely to recommend whether or not the Columbia Association should join a legal suit against the property owner whose property is in violation of the Covenants.

The Columbia Association ARC will only consider Covenant violation cases in which the property owner has been given a reasonable chance to correct a violation. If the ARC decides the case is valid, they will proceed to bring legal action against the property owner. If the ARC does not accept the case, the case is referred back to the Village.



Letter of Compliance

The Wilde Lake Covenant Advisor inspects properties for Compliance for those property owners that request it. The Letter of Compliance states that on the date of review, the property was found to not have any outstanding Covenant or Maintenance Standards violations. In addition, the Covenant Advisor will check to ensure that all exterior alterations have Wilde Lake Architectural Committee (WLAC) approval.

Most often, Letters of Compliance are requested for the following reasons:

- The property owner is selling the property.
- The resident is running for elected office on the Wilde Lake Village Board.
- The resident is running for elected office for the Columbia Council Representative for Wilde Lake.
- The resident wishes to be appointed to the Wilde Lake Resident Architectural Committee (RAC).
- The property owner or resident is uncertain if the property is in compliance with the Wilde Lake Covenants.

Before issuing a Letter of Compliance for a property, the Covenant Advisor will inspect the exterior of the property to ensure that it is free from any covenant and/or maintenance violations. The Owner will then receive either a letter stating the property is in compliance or information detailing what changes are needed to be in compliance.

The list of Maintenance Standards, described in Section 3 serves as a checklist for inspecting properties in response to a Request for Letter of Compliance. The Maintenance Standards also represents frequently-reported complaints.

To request an inspection for a Letter of Compliance, please call the Covenant Advisor at 410-730-3987.



Property Standards Evaluators

From time to time (approximately every three years), the Wilde Lake Community Association employs a Property Standards Evaluator to perform curbside inspections of properties within Wilde Lake. These evaluations are intended to be a “spot check” and to make property owners/residents aware of observed violations. Notification is normally via postcard and lists the items on the property that may need to be addressed. The Wilde Lake Community Association also maintains a copy of each property evaluation.

2.7 General Policy for Access to Village Documents

- Any lot owner, lot owner’s mortgagee, or their respective duly-authorized agents or attorneys may request in writing to examine and/or copy any books or records kept by or on behalf of the village of Wilde Lake, with the exception of those which concern personnel records, an individual’s medical records, records relating to business transactions that are currently in negotiation or the written and confidential advice of legal counsel.
- Copies of such books or records will be supplied on written request for a case fee of \$10.00* per hour for the staff time required to locate and prepare the documents plus a cash charge of 10 cents (2-sided are 15 cents) per page.
- Should a lot owner, lot owner’s mortgagee, or their respective duly-authorized agents or attorneys desire to examine books and records in person, upon written request an appointment will be arranged for that purpose. Staff will supply the requested documents and remain present while they are reviewed. A cash fee of \$15.00* per hour will be charged for staff time. Should copies be desired, they will be made by staff for a cash fee of 10 cents per page.
- Requests that are estimated to require more than one (1) hour staff time shall be paid for in cash in advance.

* Prices quoted are subject to change without notice.



3.0 MAINTENANCE STANDARDS

The maintenance of residential property is the responsibility of every home owner/tenant. Each property owner/tenant has the following responsibilities:

1. Seeding, weeding, watering and mowing the grass strip between the abutting sidewalk(s) and the street.
2. Snow removal from sidewalks adjacent to his/her lot.
3. Pruning, cutting and care of all trees and shrubbery on his/her lot.
4. Painting or other appropriate external care of building and other structures on his/her lot.

Residents should also take cooperative responsibility for the maintenance of their cul-de-sac. Neither Howard County nor CA maintains cul-de-sacs.

3.1 Bulk Items

Bulk items are not to be stored or accumulated on any lot. Store bulk items out of sight or discard them. Do not cover items with a brightly colored tarp.

3.2 Driveways

Driveways that are deteriorating need to be repaired or replaced.

3.3 Fences

Fences should be in good repair, standing straight with no broken or missing boards and no peeling paint. An approved application is required for new fences, removing fences in some cases, or a change in style.

3.4 Grass

Grass should be mowed and trimmed on a regular basis during growing season. Tall weeds and overgrown vines should be trimmed or removed.



3.5 Gutters & Downspouts

Gutters and downspouts should be in place and secure, with no peeling paint. Gutters should be clean of tree debris and dirt. An approved application may be needed for new gutters.

3.6 Holiday Decorations

Holiday decorations should be removed within 14 days after a holiday.

3.7 House Numbers

House numbers must be on every Lot or house and must be easily visible from the street. Do not paint house numbers on the curb (Howard County does not allow house numbers to be painted on curbs). An approved application may be needed for new or replacement house numbers.

3.8 Lampposts & Exterior Light Fixtures

Lampposts should stand straight and should be free of rust. Light fixtures should not be crooked or have missing or broken bulb coverings. Globes to cover the light bulb should always be in place. An approved application may be needed when replacing or adding new fixtures.

3.9 Leaf and Tree Debris

Yard, roof and gutters should be cleared of leaves and debris on a regular basis during the respective seasons. Raking leaves and debris into the street and/or open space or ravines is prohibited. An approved application is required for compost bins. Do not cover leaf piles with a tarp.

3.10 Mold, Mildew, and Algae

Mold, mildew, and algae should be removed from all structures.

3.11 Paint

There should be no peeling paint or rotted wood on structures. An approved application for color change is required.



3.12 Patio and Walkways

Patios and/or walkways that are crumbled or raised should be repaired or replaced. An approved application may be required.

3.13 Roof

The roof should be in good repair and of all one color. There should not be any accumulation of debris on the roof. An approved application may be required for a new roof.

3.14 Screens

Screens should be in good repair, be on all windows and fit properly.

3.15 Shrubs

Shrubs should not be overgrown for the size of the structure. Dead shrubs should be removed and disposed of. An approved application is required for planting shrubs that are to be used as a hedge.

3.16 Siding

Siding should be securely intact and free of mold or dirt. An approved application is needed for changing the color or style of siding.

3.17 Sidewalks

Sidewalks should be in good repair with no crumbling or heaving. The maintenance, including snow removal, of adjoining sidewalks is the responsibility of the property owner under Howard County law. This means that if your lot abuts any section of a sidewalk, you are responsible for that portion of the sidewalk. Maintenance of the grass area between sidewalk and curb are also the adjacent property owner's responsibility and should include appropriate mowing, trimming, weeding in the same manner and frequency as regular lawn care.

FOR MORE INFORMATION ON SIDEWALK REPAIR AND
HOWARD COUNTY POLICIES CALL 410-313-2330.



3.18 Tarps

Brightly colored tarps are not allowed in the open on any lot.

3.19 Trash, Trash Containers and Recyclables:

Trash containers should have secure lids on them. Except for scheduled trash days, containers should not be stored in view. No refuse, trash or bulk items/materials may be accumulated or stored on any lot. Trash should not be put out any earlier than the evening prior to pick-up day and should be stored out of sight by sunset of the trash collection day. Many items are now recyclable; follow Howard County rules for recyclables and their containers.

FOR MORE INFORMATION ON RECYCLING CALL
410-313-SORT.

3.20 Trees

Dead trees or branches should be removed from the property. Written permission is required from the Columbia Association to remove a tree 6" or more in diameter measured two feet above the ground. Contact CA Open Space at 410/312-6330 or open.space@columbiaassociation.com

3.21 Vehicles

Boats, trailers, inoperable vehicles, commercial trucks, vehicles without current registration, or any similar items are not allowed in the open on any lot.

Vehicles may only be parked on driveways, parking pads or the street. Vehicles may not be parked on the lawn or other areas of the lot.

Campers, recreational vehicles and motor homes may not be stored in the open on any lot. Storage in open carports is not permitted. Consult the Phone Directory for alternative storage locations. Renovation of vehicles or major repairs may not be undertaken except in enclosed garages. Only minor emergency repairs such as changing a tire, batteries etc. are permitted.



3.22 Windows

Window frames and sills should be kept in good repair and painted. Panes that are broken or fogged due to broken seals should be replaced.

3.23 Woodpiles

Woodpiles should be neatly stacked inconspicuously and never covered with a brightly colored tarp.

The above list may not cover every standard of good property maintenance.

Do Not Copy



4.0 EXTERIOR ALTERATION GUIDELINES

These guidelines are adhered to in most instances. However, lot configuration, land topography or other mitigating circumstances may be considered in the approval process.

The purpose of the Guidelines is to aid the resident in preparing an application to the Architectural Committee

4.1 Additions

An application is required for all additions. The architectural character or style of any proposed addition or alteration should remain consistent with the existing structure.

Additions should not impair the view, natural sunlight or natural ventilation of adjacent dwellings. Nor should they adversely affect drainage conditions of adjacent properties through changes in grade or other factors having a significant effect on runoff.

Construction should be completed within 120 days from start. If the project is going to take longer, the Covenant Advisor must be notified.

During construction, materials should be stored neatly and out of sight as much as possible. Excess material and debris should be removed immediately after completion of construction.

If construction infringes on Columbia Association Open Space, applicants should contact the Columbia Association Open Space Management for permission prior to any use of open space. The lot owner is responsible for ensuring that contractors do not dump materials on or damage Open Space land.



Applications should include:

- A plat plan showing the location and dimensions of the new construction
- An elevation drawing of all sides of the structure showing the style, window placement, door placement, skylights and rooflines
- A description and color sample of exterior materials to be used
- Landscaping plans
- The impact the new construction will have on neighboring properties

You may want to call the Howard County Office of Consumer Affairs at 410-313-6420 for TIPS FOR HOME IMPROVEMENTS before signing any home improvement contract. Building additions include garages, carports, new rooms, greenhouses, enclosed porches, and any other enclosed space not individually treated elsewhere in the guidelines.

4.2 Air Conditioning and Heating Units

Air conditioning (AC) or heating units should be located inconspicuously in the rear of a home and as close to the house as possible. If it is necessary to locate the unit on the side of the house, the unit should be completely screened from view.

An application is not required for replacement units or for temporary window units.

An application is required for all added AC or heating units and for moving a unit to another location.

Applications should include:

- A plat plan showing the proposed location for the unit in relation to the house
- A description with a drawing or picture of the unit including dimensions
- A description or drawing of any necessary screening to be used



4.3 Animal Shelters and Dog Runs

Animal shelters and dog runs should be located in the rear or side yard. The structure should not be visible from the street or neighboring properties. Materials used should be compatible with existing structures. To ensure the privacy of adjacent neighbors, animal shelters and dog runs should be located at least 10 feet from adjacent property lines. Landscaping may be required for screening.

An application is required for all animal shelters and dog runs.

Applications should include:

- A plat plan showing the proposed location for the unit in relation to the house and the property lines
- A picture or a drawing showing style and dimensions
- A list of proposed material and/or finishes to be used
- A plan showing the screening for the shelter/run

4.4 Antennas and Satellite Dishes

Antennas and satellite dishes are permitted. Wireless (cellular) antennas, towers, and associated equipment are to be camouflaged and/or concealed to match their local environments. Satellite dishes should be placed as inconspicuously as possible. In addition, residents should review the Howard County Supplementary Zoning District Regulations (Section 128, E) "Communications Towers and Antennas" prior to installing an antenna or satellite dish.

4.5 Attic Ventilators

An application is not required for attic ventilators if:

- No part of the ventilator protrudes more than 12 inches above the roof surface
- The ventilator is roof-mounted
- All exposed parts are painted to match the color of the roof
- Are located on the least visible side of the roof
- Are located below the ridgelines
- Are not visible from the street

An application is required for all other attic ventilators.

Applications should include:

- An elevation drawing showing the position of the ventilator on the roof.



