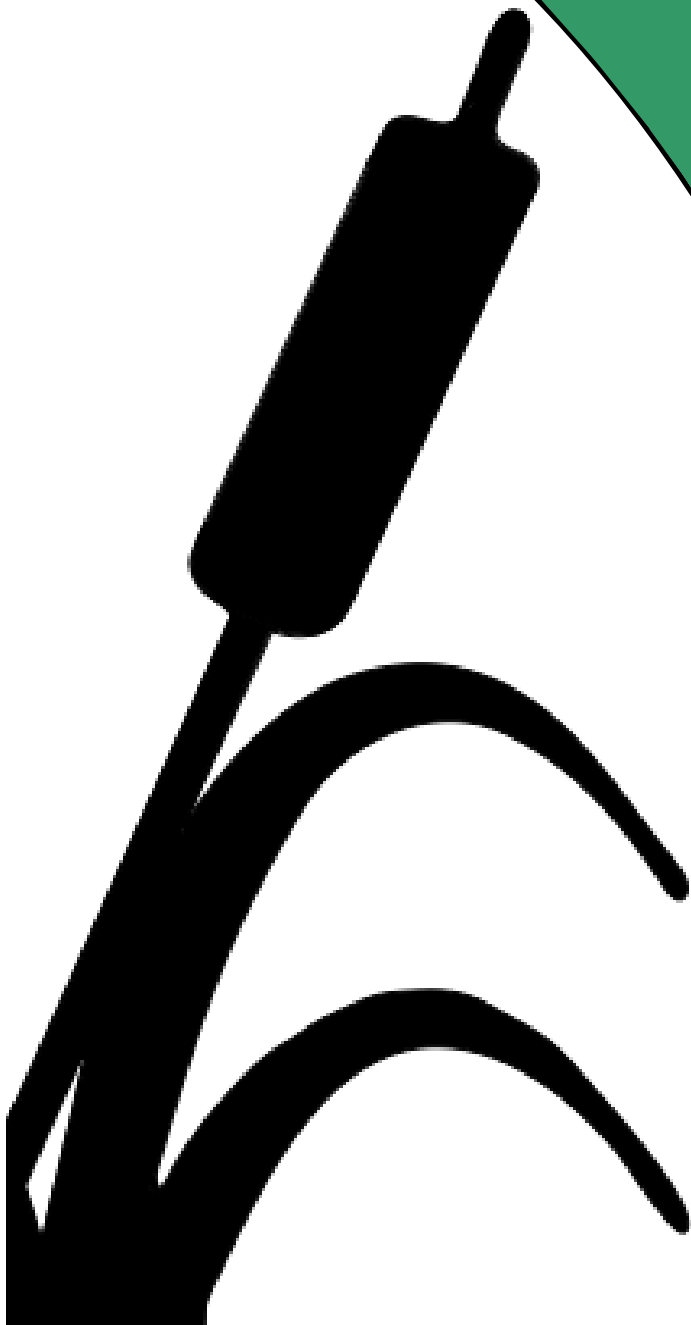


# Wilde Lake Architectural Guidelines and Maintenance Standards



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## 1.0 INTRODUCTION

The Wilde Lake Community Association, in conjunction with 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 maintenance standards, exterior alterations, and in-home businesses for residential and some commercial property in the Village of Wilde Lake. These guidelines are designed to provide parameters for maintenance, to help with plans to alter the exterior appearance of homes, and to establish acceptable home industries and professions. 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 properties.

This set of guidelines provides answers to your questions about how the Wilde Lake Architectural Committee operates. The Committee is 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 *Wilde Lake Village Covenants* should be directed to the Covenant Advisor at the village office in Slayton House. ([covenants@wildelake.org](mailto:covenants@wildelake.org), 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*, designed to:

- Encourage environmental excellence. Wilde Lake encourages and promotes low impact, environmentally responsible landscaping. For a complete explanation of this topic please click on this link: [Wilde Lake Village Recommendations to Residents for Environmentally Friendly Landscaping Practices](#) (Adobe Reader required).
- Preserve the design and architectural integrity of Wilde Lake's land and dwellings.
- Maintain the high aesthetic standards that make Wilde Lake such an attractive and desirable place to live.









## 2.0 THE ARCHITECTURAL REVIEW PROCESS

Any exterior alteration that materially changes the appearance of a structure located 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 a minimum of five volunteer Wilde Lake residents as the Resident Architectural Committee. The RAC meetings are held every second and fourth Tuesday of the month, excepting holidays, 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. Residents may speak in favor of or opposition to applications on the agenda. The discussion is 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 requested to submit additional information for consideration at the next RAC meeting.

Public notice of applications coming up for consideration by the RAC occurs in the weekly [Wilde Lake E-Newsletter](#), available in the What's Happening section of the WLCA website and on the [published agenda in the Covenants section](#) of the WLCA website. The Village Covenant Advisor can be contacted at 410-730-3987 or [covenants@wildelake.org](mailto:covenants@wildelake.org) to answer questions about applications coming before the RAC.



## 2.2 The Architectural Committee (AC)

The Architectural Committee 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 AC shall be responsible for making a final determination on all Resident Architectural Committee (RAC) recommendations, based upon the Covenants and these 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. Any applicant who is not satisfied with the RAC recommendation and AC Liaison decision may, within ten days of the decision, request in writing or email a full Architectural Committee review of the decision. That decision will be 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*:

- Accessibility – Handrails, Ramps, Wheelchair/Stair Lifts
- Entry Doors
- Garage Doors
- Roofing
- Skylights
- Storm Doors
- Windows

Upon receipt of applications for *Fast Track* review, 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 Architectural Committee Liaison, and



the applicant will be notified of the decision by email (or phone if no email address is provided) within five business days.

Please note that *Fast Track* may not be available at certain times, such as holidays, due to scheduling difficulties. If an application cannot be reviewed under the *Fast Track* process, the applicant will be notified, and it will be scheduled on a regular Residential Architectural Committee agenda. The AC Liaison has the right to request that any application submitted under *Fast Track* be first reviewed by the full RAC before making a final decision.

## 2.4 Additional Approvals

The property owner is responsible for obtaining all required Howard County approvals. Applicants should contact the Department of Inspections, Licenses and Permits (410-313-2455) to verify and obtain the required permits before beginning any work.

Applicants who live in a townhouse or condominium community having a Homeowners Association (HOA) may need to obtain approval for exterior alterations. Check with your HOA to determine if this is the case. Approval by the Wilde Lake Architectural Committee is independent of HOA approval and does not imply or supersede HOA approval, nor does HOA approval substitute for Architectural Committee approval.

## 2.5 A Few Words on Covenant Compliance

Wilde Lake Covenant compliance is characterized by the following:

- It is an anonymous, complaint driven process.
- The process must meet the requirements of the Columbia Association Architectural Resource Committee (ARC).
- Letters of Compliance.

### A Complaint Driven Process

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.







### 3.0 MAINTENANCE STANDARDS

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

1. Seeding, weeding, watering, and mowing the grass strip between the adjacent 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 Columbia Association maintains cul-de-sacs.

#### 3.1 Bulk Items

Bulk items (boxes and bins, ladders, lawn-care equipment, for example) 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 should 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.

Drainage, overflow, and stormwater runoff must not be discharged directly onto neighboring properties. For single-family detached residences (not



townhomes) excess water should discharge at least six feet within the homeowner's property lines.

When possible, downspouts should not discharge directly onto driveways, sidewalks, or impermeable surfaces, but rather into grass or landscaped beds.

### **3.6 Holiday Decorations**

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

### **3.7 House Numbers**

House numbers must be on every building 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**

Lawn, sidewalk, roof and gutters should be cleared of leaves and debris on a regular basis during the appropriate seasons. Raking leaves and debris into the street and/or open space or ravines is prohibited. Residents may leave fallen leaves below trees and in garden beds, mow over the leaves that fall onto lawn and leave them to fertilize the grass, rake them under shrubs and trees, use them to help smother turf when creating new garden patches, compost them in an onsite bin, or send them to Alpha Ridge landfill for composting. Leaf piles should not be covered with a tarp.

An approved application may be required for compost bins.

### **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 deteriorating or damaged 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 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 single species shrubs that are to be used as a hedge.

### **3.16 Siding**

Siding should be securely intact and free of mold, discoloration, 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 sidewalks is the responsibility of the adjoining 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. (Sidewalks damaged by street trees may be repaired by the county.)

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.































































- Commercial signs of any type are not permitted on residential lots.
- Signs must be neatly lettered and maintained in good condition.
- Signs may not be illuminated without the written permission of the Architectural Committee.
- Signs may not be attached to trees, light poles, street signs, mailboxes or neighborhood identification signs.
- All signs should comply with Howard County sign ordinances. Please call 410-313-1830 for complete information.

**An application is not required for the following signs:**

**Political Campaign Signs**

- Signs announcing candidates seeking public office are permitted on private property in residential areas.
- Signs may not exceed nine (9) square feet in total area and must be placed at least fifteen (15) feet from the nearest pavement and one hundred (100) feet from the nearest intersection. These signs may be displayed sixty (60) days prior to and seven (7) days after an election.
- In cases where a final election follows within seventy-five (75) days of a primary election, those candidates who won in the primary election may continue to display their signs during the interim period and up to seven (7) days after the final election.

**Real Estate Signs**

- One off-site “Open House” directional sign is allowed at the intersection closest to the house for sale when an Open House is being held. The sign must be removed at the end of the day.
- “Sold” signs are prohibited in Columbia.
- The Howard County sign code prohibits the placement of “For Sale” signs on Open Space, in county rights-of-way and on commonly owned property.

**Security System Signs**

- Professional security system signs are allowed but are limited to one such sign in the front yard and one in the back yard.

**Signs Indicating Environmental Purpose:**





#### 4.41 Solar Panels

If the solar panel system is integrated into the design of the house, and the panels in their resting state appear flush with the roof, no application is required.

An application is required for other types of solar panel installations.

**Applications must include:**

- A site photograph or elevation drawings of the house, showing the location and appearance of the proposed system.
- Color samples and a description of the materials to be used.
- For freestanding units, a detailed drawing showing how the unit will be screened.

#### 4.42 Swimming Pools

Private swimming pools are strongly discouraged. Applicants are responsible for complying with all Howard County regulations concerning private swimming pools, including safety fencing and setbacks from property lines and adjacent buildings.

An application is required for all permanent in-ground and above ground pools. Landscaping, grading, noise levels and drainage will be carefully evaluated.

**Applications must include:**

- A site plan showing, in detail, the location of the proposed pool and its equipment.
- The contractor's picture of the pool.
- Details of existing or proposed fencing, new deck areas, patios, lighting, walkways and any other changes or additions associated with the pool.
- A description of the materials to be used in all new construction.

A Howard County permit is required for a pool deeper than 24", regardless of its dimensions. Visit the Department of Inspections, Licenses and Permits' website (<https://www.howardcountymd.gov/inspections-licenses-permits>) or contact the Department by phone at 410-313-2455.

No application is required for children's plastic and inflatable wading pools.



#### 4.43 Teardown/New Construction

For those homeowners who wish to demolish an existing single family home and construct a new house, a separate policy and procedure must be followed. Please contact the Wilde Lake Covenant Advisor, [covenants@wildelake.org](mailto:covenants@wildelake.org), 410-730-3987 for specific guidance.

#### 4.44 Tree Removal

Written permission from Columbia Association Open Space is required to remove any tree with a diameter of 6" or more, measured at a point two feet above ground level.

CA's Tree Removal Request form (<https://www.wildelake.org/wp-content/uploads/2018/06/TreeRemovalApp.pdf> - requires Adobe Reader) should be completed and submitted to CA Open Space at [open.space@columbiaassociation.org](mailto:open.space@columbiaassociation.org) (410/312-6330). An arborist will inspect the tree(s). If the tree is approved for removal, the resident will be notified by email or mail.

Problems with street trees should be brought to the attention of Howard County Bureau of Highways by submitting a request through Howard County's TellHoCo website (<https://www.howardcountymd.gov/tell-hoco>) or calling 410-313-7450.

For more information, please call the Howard County Agricultural Extension Service at 410-313-2707.

Dead and dying standing trees (snags) that provide wildlife habitat are acceptable as long as they do not represent a pest or disease risk to surrounding trees, or a safety or damage hazard to surrounding properties or communal walkways, sidewalks, or streets. Pruning may be required to improve curb appeal and to maintain health and safety. A backyard location is preferred, but no more than one snag in the front yard will be allowed without application. Stumps and extended roots can remain after a tree has been removed to provide habitat and erosion control; these should form a part of a landscaped bed to improve appearance and support for wildlife.

#### 4.45 Vegetable Gardens

An application is not required when the vegetable garden is located in the back of the property and does not exceed two hundred square feet.



An application is required for oversized gardens and/or those that require fencing.

**Applications must include:**

- A site plan showing the proposed location of the vegetable garden.
- The dimensions of the garden.
- The style, dimensions, and materials of the fencing.

