

# *The Kings Contrivance Community Association*



## *Architectural Guidelines*

*Revised April 2017*





## *Kings Contrivance Community Association*

Amherst House 7251 Eden Brook Drive, Columbia, Maryland 21046

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Dear Resident,

The Architectural Committee and the Resident Architectural Committee of Kings Contrivance are pleased to present you with a detailed set of updated Guidelines designed to assist you in applying for exterior alterations and in-home businesses. The Guidelines are the result of much deliberation, debate, experience and legal counsel.

The overall goal of these Guidelines is to keep our community an attractive and desirable place in which to live. We hope their use will provide practical means of accomplishing this goal. This booklet is also intended to answer some of your questions about how the Architectural Committee (AC) and the Resident Architectural Committee (RAC) operate and on what basis decisions are made.

The Architectural Committee and the Resident Architectural Committee encourage retrofitting of homes to conserve energy and lower our Village's carbon footprint.

Any questions may be directed to the village Covenant Advisor through the village office (410-381-9600) or to any member of the Resident Architectural Committee.

Sincerely,

The Kings Contrivance Village Board  
Sitting as The Architectural Committee  
The Kings Contrivance Resident  
Architectural Committee



# *Kings Contrivance Guidelines for Exterior Alterations and In-Home Businesses and Professions*

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# WHAT ARE THE KINGS CONTRIVANCE VILLAGE COVENANTS?

The covenants are among the many legal documents you (or your landlord) received within days of signing the contract for your new home. We hope that you took time to read and understand them.

The covenants are a binding legal obligation between the King Contrivance Community Association and each lot owner in the village and they "run with the land" as part of your deed of ownership. There are similar covenants, or contracts, for each of the other villages of Columbia. Our covenants assure the residents of certain minimum standards for land use, architectural design and property maintenance throughout the village. They also provide for your membership in the *Kings Contrivance Community Association, Inc.*, and establish the mechanism for the operation of the association.

Because of the legal, contractual nature of the covenants, it is important that all exterior alterations to residential properties covered by the Guidelines be approved through the architectural review process. If an alteration is made without approval, you incur the risk of legal action in order to compel modifications consistent with the Guidelines. Such legal action may cloud the title on your property. Additionally, your property will not receive a letter of compliance.

The covenants are not easily changed. Sixty percent of lot owners in the Village must agree to change the covenants. Lot owners, not in violation of the covenants, may cast one vote per unit owned if changes to the covenants are proposed.

The Guidelines are a practical interpretation of the covenants and they stand as a straightforward guide for the Resident Architectural Committee (RAC) and residents to follow.

## WHY DO WE HAVE ARCHITECTURAL GUIDELINES?

The goal of these Guidelines is to keep our community an attractive and desirable place in which to live, and we hope their use will provide a practical means of accomplishing this goal. The Guidelines do not have the legal force of the covenants. They are an interpretation of the covenants and guide the RAC in its recommendations.

## WHO OVERSEES THE ARCHITECTURAL REVIEW PROCESS?

The covenants provide for the appointment of the Architectural Committee (AC). All final decisions are made by the AC. In Kings Contrivance, the Village Board also serves as the AC. Since the duties and concerns of the AC are many and varied, the AC is assisted by recommendations of a Resident Architectural Committee (RAC) which is appointed by the Village Board. In addition, the village employs a Covenant Advisor, who is available at the village office to assist you in the preparation of exterior alteration applications, answer your questions, process covenant inquiries, and carry out certain duties associated with covenant enforcement.



## WHAT STEPS MUST RESIDENTS TAKE?

When you contemplate making an exterior alteration, initiating an in-home business or changing your landscaping, you should first consult the Guidelines contained in this booklet. They will help you in finalizing your plans, and will tell you whether a formal application is necessary. If in doubt, consult the Covenant Advisor.

**Residents living in a townhouse or condominium must check with the townhouse or condominium association to see if it has its own form of architectural guidelines and its own review process. Condominium and townhouse associations' architectural processes may be more restrictive than that of Kings Contrivance. The more restrictive decision applies. An exterior alteration application might be required of a townhouse or condominium association, rather than the resident, if the alteration is on common association property. If in doubt, consult the covenant advisor. Kings Contrivance works in partnership with townhouse and condominium associations in Kings Contrivance to maintain the character of the communities. *Approval of a project through the Kings Contrivance Architectural process does not relieve homeowners of the need to obtain approval from a townhouse or condominium association. Also, homeowners must determine if they are required to file building permits or variances with the Howard County Government. Approval of a project does not relieve homeowners of the need to obtain county permits, and vice-versa.***

The **FIRST STEP** is to pick up an application for an Exterior Alteration or an application for an In-home Business from the village office at Amherst House, located at 7251 Eden Brook Drive, Columbia, MD 21046, in the Kings Contrivance Village Center or the application is on the web site in the Covenants section at [www.KingsContrivanceCommunityAssociation.org](http://www.KingsContrivanceCommunityAssociation.org). Staff are available at the village office to answer questions about the Guidelines governing the change and the deadline for returning the Exterior Alteration application in order for it to be processed in a timely fashion. Scheduled Resident Architectural Committee meeting dates and deadlines are listed on the last page of the Exterior Alteration application.

The **SECOND STEP** is to fill out the application completely and return it to Amherst House. Applicants are urged to inform affected neighbors by asking them to sign the application or by leaving a "door hanger" notification card (available at Amherst House) at their doors. This is notification to neighbors that a change will be requested. Neighbors do not have a vote, but they may express their views to the RAC. Please see page 7 for more information on neighbor notification.

# WHAT DO YOU NEED TO COMPLETE YOUR APPLICATION?

- An application for an exterior alteration must be complete. Answer all questions and fill in all blanks. ***Don't forget to sign the application.***
- A plot plan/location survey must be submitted for all Exterior Alteration applications except color, siding, roofing changes, door and window replacement. Please indicate on plot plan the location of the proposed alteration.
- A complete description of the proposed alteration is required. This includes dimensions, drawings, materials descriptions, color samples, brochures and pictures.

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

## **A Word About Neighbor Notification**

While notifying neighbors of plans to alter the appearance of your home or property is not required for most alterations, it is strongly encouraged. Just as you would like to be notified when your neighbor changes the exterior of his/her home, please take the time to ask your neighbor to fill out the signature space on the application. These signatures do not signify approval or disapproval of your application, but merely indicate that your neighbors have been notified of your intentions. You may, instead, opt to leave a "door hanger" at your neighbors' doors informing them that you are applying for an exterior alteration. "Door hangers" are available at Amherst House. Should any of your neighbors have questions, they may contact the village office for further information or to express their concerns.

# WHAT IS THE REGULAR PROCESS?

Once your application has been received at Amherst House, it is reviewed for completeness by the covenant advisor. A member of the RAC will visit your property prior to the RAC meeting at which your application will be reviewed. If further information is necessary, you may be contacted. All meetings of the RAC are open to all residents and meetings are held on a regularly scheduled basis. By now you should know the scheduled meeting date at which your application will be reviewed and we urge you to attend but you are not required to do so.

At the RAC meeting, your application will be presented and discussed (you will be invited to join the discussion if you attend). At that meeting, your neighbors and other village residents will have the opportunity to offer comments in support of or in opposition to your application. See RAC MEETING PROCEDURES.

When the discussion has ended, the RAC will vote to recommend approval or disapproval of your application, or to recommend approval with provisions. From here, your application goes to the AC sign-off person, with the RAC's action as the recommendation to the AC, for final action. If your application is approved by an AC member, the approval is final and you will receive written notification of the decision by mail. If your application is denied, see HOW DO YOU APPEAL THE DECISION... on page 6. While you may be notified by phone also, you may call Amherst House (410-381-9600) in a day or so after the meeting to find out whether or not your application was approved.

## WHAT IS THE ***SPEEDY*** PROCESS?

Certain exterior alterations may be reviewed under the ***SPEEDY*** application process. This process was developed to shorten processing time for certain standard exterior alterations. Please check this Guideline booklet to see if your specific alteration may be considered under the ***SPEEDY*** process.

The application form for the ***SPEEDY*** process is the same form used for all exterior alteration requests. The application must be complete for consideration under the ***SPEEDY*** process. The Covenant Advisor will review the submitted application for ***SPEEDY*** eligibility and completeness. If the application is complete and meets the criteria for ***SPEEDY*** review, it will then be approved or denied by a member of the AC. You will be notified of the results by phone as soon as possible. A letter will follow.

If an application is not eligible for the ***SPEEDY*** process, it will be reviewed at a regularly scheduled **RAC** meeting. The Committee usually meets the second and fourth Wednesdays of the month. Applications under consideration for regular review must be submitted by 9 p.m. on the Monday of the week before the regularly scheduled RAC meeting. A schedule of deadlines and review dates is available at Amherst House or on our web site.

# RAC MEETING PROCEDURES

## Agenda Priorities

1. Review applications of residents in attendance,
2. Listen to residents who wish to address the RAC,
3. Review applications tabled from a previous meeting,
4. Review new applications, and
5. Conduct other business.

## Meeting Procedures

Applications are presented to the Committee by the Covenant Advisor, the Chairperson or the Committee member who viewed the site. After discussion, the Committee acts on the application in one of the following ways:

- Recommends approval of all or part of the application as submitted,
- Approves all or part with stipulated provisions,
- Recommends denial of all or part, and gives reasons for doing so, or
- Tables the application for various reasons until the next meeting.

RAC action is a recommendation to the AC as constituted pursuant to Article VII of the Village Covenants. These recommendations are then forwarded to one designated member of the AC for a final review of the application. Although the designated member of the AC is not bound to accept the RAC recommendation, past activity has clearly demonstrated an intent to rely very heavily on RAC recommendations.

## HOW DO YOU APPEAL THE DECISION IF YOU DISAGREE?

In accordance with Section 7.01 of the Kings Contrivance Village Covenants, if you disagree with the decision of the one designated member of the AC (the sign-off person), made after recommendation by the RAC, you may **appeal**. Only an applicant may appeal a decision.

1. Send a written request to have the matter reviewed by the AC within 10 days after receipt of notice of disposition of the application. The written request for appeal must be sent to (or faxed to 410-381-9628):

The Architectural Committee  
c/o Kings Contrivance Community Association  
7251 Eden Brook Drive  
Columbia, Maryland 21046

2. The AC will set a date for review of the application, and you will be notified. The matter in question will be reviewed by the AC and you will be notified in writing of the final decision. See the AC By-Laws for procedures.

# PROCEDURES FOR REVIEW OF APPEALS BY THE AC

- All notices of denial or conditional approval shall contain an explanation of the appeal process.
- A written request for appeal must be received by the village office within ten days of receipt by the resident of the notice of denial or conditional approval.
- The appeal hearing shall be scheduled to take place in open session, on a date mutually acceptable to both the AC and the appellant. In any case, the hearing shall be scheduled within 30 days of receipt by the village office of the written request for appeal.
- As soon as a hearing date has been established, all parties shall be notified and notice of the hearing shall be posted at Amherst House.
- In preparation for the hearing, the covenant advisor shall provide all relevant information to the AC. The members of the AC shall review information received from the covenant advisor and shall visit the site.
- The quorum for the hearing shall be a majority of members of the AC. Members disqualified from participating shall not be counted toward a quorum, nor shall they be counted as members for the purpose of voting.
- The chair or ranking officer of the AC shall conduct the hearing and the covenant advisor shall take minutes.
- The appellant and/or designee shall present the appeal and may call other persons to testify at the hearing.
- The covenant advisor and/or members of the RAC shall explain the RAC's decision and present any written information received prior to the hearing.
- The AC members may ask questions and shall deliberate in public prior to rendering a decision. Members of the AC shall not discuss the appeal with anyone outside of the public appeal process.
- No testimony or written information shall be accepted once the hearing has been adjourned unless specifically requested by a majority of the members of the AC.
- The affirmative vote of a majority of the members of the AC shall be necessary to approve the appeal (the motion shall be phrased to favor the appellant). The decision shall be made at the conclusion of the hearing. A tie vote will result in denial of the appeal by the appellant.
- A letter stating the decision of the AC shall be mailed to the appellant by certified mail and regular mail within fifteen days of the rendering of a decision. The notification shall include a statement of the basis for the decision. The decision of the AC shall be final and binding.

# WHAT IS THE PROCESS FOR COVENANT ENFORCEMENT?

Alleged violations of the village Covenants and Guidelines may be reported by any resident to any member of the staff at Amherst House. These reports are passed on to the Covenant Advisor who makes a site visit. If a violation of the Covenants is observed, the resident and owner (if the owner's address is available), are contacted by letter and given a specific time limit, depending on the violation, to correct the problem. A second site visit is made after the specified date. A second letter is sent if the violation has not been corrected.

If these contacts do not remedy the situation, the issue is taken to the AC and the AC may issue a 15-day violation notice to the resident/owner to correct the violation within 15 days. This notice is sent both by regular mail and certified mail. If the matter is not resolved after issuance of the 15-day violation notice, the AC may then decide to refer the issue to the Columbia Association for possible legal action.

If residents alleging violations leave their names, the names become public information. If these residents wish to remain anonymous, they may do so. Alleged violations are further pursued only if the Covenant Advisor has determined that a violation exists.

## UPDATE YOUR CERTIFICATE OF COMPLIANCE

Every home in Columbia was issued a Certificate of Compliance by the developer, HRD, upon completion. In order to ensure that the property remains in compliance with the covenants, an update to this certificate, or letter of compliance, will be issued upon request for any property in the village. This letter of compliance is a guarantee that the property is in compliance with the covenants. It is a buyer's right to expect this letter when buying a home in Columbia, and it is a seller's responsibility to see that the buyer purchases a home free of violations. Stop by Amherst House and fill out a request for a Letter of Compliance or go to our web site, [www.KingsContrivanceCommunityAssociation.org](http://www.KingsContrivanceCommunityAssociation.org), to download the request form. The completed form can be emailed to [kccovenants@columbiavillages.org](mailto:kccovenants@columbiavillages.org), faxed to (410) 381-9628 or dropped off at the village office.

### ONE FINAL NOTE

Based on the policies and previous decisions of the AC, these Guidelines will tell you what is *most likely* to be approved in *typical* circumstances, and also give you important information on how to prepare your application. Special circumstances regarding your property may allow the approval of an application which might be denied at another location, or the denial of one which might be approved elsewhere. The fact that a plan similar to yours has been approved for use at another location does NOT mean that it will automatically be approved for your property.

# IMPORTANT PHONE NUMBERS AT A GLANCE

KINGS CONTRIVANCE COMMUNITY ASSOCIATION, INC. 410-381-9600  
FAX: 410-381-9628

AC (Architectural Committee)  
Amherst House  
Exterior Alteration Applications  
Covenant Advisor  
RAC (Resident Architectural Committee)  
Village Board  
Village Office

MISS UTILITY 1-800-257-7777  
*Call before digging for free information on location of gas, power and telephone lines.*

HOWARD COUNTY PERMITS 410-313-2455  
[www.howardcountymd.gov](http://www.howardcountymd.gov)

Building permits  
Electrical permits  
Plumbing permits  
Contractor licenses  
Rental housing licenses  
Solicitor/peddler licenses  
Trader licenses

*It is your obligation to obtain any necessary permits. Village and county processes and requirements are separate. Approval from one does not guarantee approval from the other.*

HOWARD COUNTY SIGN INFORMATION 410-313-1830

HOWARD COUNTY DEPARTMENT OF  
PLANNING & ZONING 410-313-2350

In-home business information and application

*It is your obligation to obtain any necessary permits. Village and county processes and requirements are separate. Approval from one does not guarantee approval from the other.*



# KINGS CONTRIVANCE ARCHITECTURAL COMMITTEE BY-LAWS

The Architectural Committee has been established to make final decisions regarding exterior alterations, to hear appeals, to have final approval regarding new construction, and to perform all other duties as prescribed and permitted the Architectural Committee by the Kings Contrivance Village Covenants.

A Resident Architectural Committee (RAC) has been established to assist in routine architectural matters and to make recommendations regarding exterior alterations and in-home business decisions.

One member of the Architectural Committee shall act as a sign-off person with regard to recommendations of the RAC and shall be authorized to exercise the full authority granted to the Architectural Committee, as provided in the Kings Contrivance Village Covenants. The position of sign-off person may rotate among members.

## ARTICLE I ORGANIZATION

### SECTION I NAME

The Committee shall be known as the Kings Contrivance Architectural Committee hereinafter referred to as the AC or the Committee.

### SECTION II COMPOSITION

The AC shall be composed of the members of the Kings Contrivance Village Board.

## ARTICLE II MEMBERSHIP

### SECTION I TENURE OF MEMBERSHIP

Tenure of membership shall be concurrent with the Village Board term of office.

### SECTION II ATTENDANCE

A. Attendance at Committee meetings is expected of all members.

- B. Only those members who hear an appeal may participate in the rendering of a decision in that appeal.

### SECTION III LIMITATIONS ON PARTICIPATION

- A. A letter of compliance shall be issued to all AC members annually. A member may not vote or hear appeals while his/her property is in violation of the covenants.
- B. A member may not vote on matters or hear appeals in which that member declares a conflict of interest.

## ARTICLE III OFFICERS

### SECTION I TITLES

- A. The officers of the AC shall be: a chair, a first-vice-chair, and a second-vice-chair, each being elected annually by the AC.
- B. The chair of the AC shall be any member of the Village Board except the chair of the Village Board.

### SECTION II DUTIES OF THE OFFICERS

The chair shall preside over all meetings of the Committee. The first-vice-chair shall assume all duties and responsibilities of the chair in his/her absence. The second-vice-chair shall assume all duties and responsibilities of the first-vice-chair in his/her absence.

## ARTICLE IV SIGN-OFF PERSON

A member of the AC may be designated to act on behalf of the entire AC as the sign-off person for the purpose of approving or denying, or approving with conditions, all exterior alteration applications and in-home business applications after review of such applications by the RAC. If the RAC recommends approval and the sign-off person agrees, his/her signature shall constitute final approval. If the RAC recommends denial or approval subject to conditions and the sign-off person agrees, his/her signature shall constitute final denial, subject to the right to appeal provided by the Village Covenants.

## ARTICLE V MEETINGS

### SECTION I ELECTION OF OFFICERS

A newly composed AC shall meet to elect officers. Thereafter, the AC shall be convened as necessary, in accordance with these By-Laws.

### SECTION II APPEALS

When a resident files an appeal, the entire AC shall meet as soon as the AC and the appellant are available to hear the appeal. In any case, the Committee shall meet within a period of not more than thirty (30) days from receipt by the village office of a written request for appeal. In the case of appeals, decisions shall be made by the vote of a majority of the members present.

### SECTION III SPECIAL MEETINGS

The AC shall also meet to review new construction, to hold special meetings, or to fulfill any other duty as prescribed by the Kings Contrivance Village Covenants.

## ARTICLE VI QUORUM

A quorum shall be defined as a majority of members of the AC. No meeting may occur without a quorum. A vote of a majority of the members present at a meeting at which a quorum is present shall be sufficient to take any action, except as otherwise provided in these By-laws.

## ARTICLE VII AMENDMENTS

### SECTION I HOW AMENDED

These By-Laws may be amended at any time by the affirmative vote of a majority of the entire Committee.

### SECTION II EFFECTIVE DATE

Amendments shall become effective when adopted, unless otherwise provided.



# RESIDENT ARCHITECTURAL COMMITTEE BY-LAWS

## ARTICLE I ORGANIZATION

### SECTION I NAME

The Committee shall be known as the Kings Contrivance Resident Architectural Committee hereinafter referred to as the RAC or the Committee.

### SECTION II OBJECTIVES

The Committee's objectives are as follows:

- To protect and preserve the quality of the village environment in accordance with the provisions of the Kings Contrivance Village Covenants, while ensuring the greatest possible freedom in use and alteration of private property.
- To provide guidance and information to village residents in planning improvements and alterations to their property.
- To review residents' exterior alteration applications or complaints, and make recommendations to the Kings Contrivance Architectural Committee (AC) to assist in its determination regarding applications or complaints of covenant violations.
- To act as advisor to the Village Board on architectural matters.
- To stimulate resident involvement in the architectural review process.
- To foster pride in maintaining the appearance of the village.
- To operate and act in accordance with the approved guidelines.

### SECTION III COMPOSITION

The RAC shall consist of from 5 to 7 members at large.

## ARTICLE II MEMBERSHIP

### SECTION I ELIGIBILITY

Membership in the RAC is open to all resident unit owners in the Village of Kings Contrivance who:

- are serious in their intent to work for and with the Committee,
- have no covenant violations, and
- are willing to support the current Kings Contrivance Architectural Guidelines.

## SECTION II APPOINTMENT AND TENURE OF MEMBERSHIP

- Interested candidates must submit a letter of intent to the Village Board. The candidate must attend three (3) RAC meetings and accompany at least one RAC member on site visits pertaining to the third of these meetings. After the third meeting, the candidate will be interviewed by the RAC and a recommendation will be sent to the Village Board. The candidate will then be interviewed by the Village Board at a board meeting. Appointment is by a majority vote of the Village Board.
- Appointment is for a one year term and there will be no limit to the number of terms which any resident may serve.

## ARTICLE III RESIGNATIONS

- The resignation of RAC members may be made by sending a letter of resignation to the Village Board with copies to the chair of the RAC and the covenant advisor.

## ARTICLE IV VACANCIES

- When a vacancy occurs on the RAC, solicitation for candidates will be published in the *Crown Prints*. Candidates must meet the requirements of membership in Section I of these by-laws.
- After consideration of all candidates, the RAC shall send a recommendation to the Village Board pertaining to the appointment. The term of office for the new member shall coincide with the remaining term of the original committee member whose departure created the vacancy.
- Appointments are renewable in September each year.

## ARTICLE V REMOVAL OF MEMBERS

- A motion for removal of a member of the RAC may be made by any two members of the RAC for excessive absences from regular meetings, failure to perform Committee duties as outlined herein, disregard of the covenants and guidelines, lack of cooperation with the Committee, or unprofessional conduct.
- A recommendation to the Village Board for removal of a member requires the unanimous vote of the remaining members of the RAC.

## ARTICLE VI DUTIES OF GENERAL MEMBERSHIP

All RAC members are required to:

- participate at RAC meetings on a regular basis,
- review applications and make site visits,
- assist the chair of the RAC in the processes and procedures of the RAC,
- assist the Covenant Advisor with regard to violations, and
- perform other duties deemed necessary by the RAC.

## ARTICLE VII OFFICERS

### SECTION I TITLES

The titles of the officers of the RAC shall be the Chair and the Vice-Chair.

### SECTION II ELECTION AND TENURE OF OFFICERS

Officers shall be elected according to the following procedures:

- Each RAC member shall state his or her opinion regarding the qualities necessary for a RAC Chair to operate effectively and efficiently.
- Each RAC member shall state his or her willingness to assume or not assume the Chair.
- A written ballot shall be taken.
- The Covenant Advisor shall tally the ballots and announce the winner.
- The process shall be repeated for the position of Vice-Chair.
- Elections shall be held annually at the second RAC meeting in September.

### SECTION III DUTIES OF OFFICERS

- The Chair shall preside over all meetings and be the representative of the RAC.
- The Vice-Chair shall assume all duties and responsibilities of the Chair in his/her absence.

## ARTICLE VIII MEETINGS

### SECTION I REGULAR MEETINGS

Regular meetings of the RAC shall be held twice a month at a time and place designated by the RAC. The schedule is subject to change due to holidays or a lack of applications for review. The decision to change or cancel a regular meeting shall be made by a majority vote of the RAC. All regular meetings are open to the public.

### SECTION II SPECIAL MEETINGS

Special meetings may be called at any time by the Chair, Covenant Advisor, or the AC. Reasonable notice of such meetings including time, place and specific purpose for business shall be given to each member. The business of the special meeting is limited

to the specific matters listed on the agenda. All special meetings shall be open to the public.

### SECTION III WORK SESSIONS

Work sessions may be called at any time by the Chair, Covenant Advisor or the AC with reasonable notice given to each member. No formal action may be taken at a work session except formulation of recommendations to the Village Board of candidates for membership on the RAC. All work sessions shall be open to the public.

### SECTION IV QUORUM

For the purpose of reviewing applications or discussion of other matters except the removal of members, a quorum shall be defined as a majority of the existing Committee.

### SECTION V ORDER OF BUSINESS

The following shall be the general order of business for the RAC at regular meetings:

1. Review applications of residents in attendance.
2. Listen to residents who wish to address the RAC.
3. Review applications tabled from a previous meeting.
4. Review new applications.
5. Conduct other business.

### SECTION VI RULES OF ORDER

Except as otherwise provided herein, or as mandated by the Kings Contrivance Village Covenants, parliamentary law as defined in "Robert's Rules of Order" shall govern the proceedings.

### SECTION VII VOTING

All members of the RAC shall have the right to vote on all matters that come before the Committee except:

- On their own applications,
- When a member discloses a possible conflict of interest involving an applications or other issue before the RAC, or
- If the member has a covenant violation.



## SECTION VIII SIMPLE MAJORITY VOTE

All matters up for a vote shall be passed by a simple majority vote, except removal of a member as described in Article V. Absentee voting or voting by proxy is prohibited.

## ARTICLE IX AMENDMENTS

### SECTION I HOW TO AMEND

These By-Laws may be amended at any time by the affirmative vote of a majority of the entire RAC and subsequent review and approval by a majority of the members of the Village Board.

### SECTION II EFFECTIVE DATE

Amendments shall become effective when adopted, unless otherwise provided.



# **Kings Contrivance Guidelines for Exterior Alterations and In-Home Businesses and Professions**

Selected alterations are discussed in the Guidelines. However, the Guidelines do not cover every alteration and every situation that might arise in a particular case. Failure to discuss any alteration is not intended to imply that it is either allowable or unallowable.

## **GENERAL GUIDELINE**

The original architectural character or theme of any unit should remain consistent within itself and to others around it, particularly with townhouses or other attached units. Once the character is established, whether it is traditional, contemporary, etc., no portion should be changed or added which would conflict with or change that character. In the case of attached units, the unit of measure should be the building within the surrounding area in order to maintain the original consistency. For example, for townhouse units, the addition of elements around the door (such as lighting, decorative fixtures and awnings) should be considered in the context of the original architecture, as well as the impact of the proposed changes on the adjacent structures.

Any modification, addition or structure as defined in the covenants, not specifically covered by the Guidelines requires approval by the Architectural Committee. Written approval is required for all exterior alterations to the dwelling or property. Building alterations include but are not restricted to construction of driveways, garages, carports, porches, rooms, doors and other additions or modifications to the home. The proposed structure must be compatible with the original structure and in keeping with the existing lot size.

Once an alteration is approved and completed, the Kings Contrivance Community Association (KCCA) Covenants dictate the maintenance requirements for the alteration:

### **GENERAL PROPERTY AND LAWN CARE**

Section 6.01 of the KCCA Covenants states, "Each Owner shall keep all Lots owned by him, and all improvements therein or thereon, in good order and repair, including but not limited to, the seeding, watering and mowing of all lawns, the pruning and cutting of all trees and shrubbery and the painting (or other appropriate external care) of all buildings and other improvements, all in a manner and with such frequency as is consistent with good property management."

In addition, it is important to be familiar with the KCCA Covenant regarding trash. It states:

## TRASH

Section 8.06 states, "No lumber, metals, bulk materials, refuse or trash shall be kept, stored, or allowed to accumulate on any Lot...If trash or other refuse is to be disposed of by being picked up and carried away on a regular and recurring basis, containers may be placed in the open, on any day that a pickup is to be made, at such place on the Lot so as to provide access to persons making such pickup. At all other times such containers shall be stored in such a manner so that they cannot be seen from adjacent and surrounding property."

It is also important to be aware of these Howard County regulations:

According to Howard County regulations, the cleanup of trash spilled and/or spread by animals or wind, due to the use of plastic bags, is the responsibility of the resident.

The adjacent homeowner is responsible under Howard County Code for the mowing and maintenance of the grass area between the sidewalk and the street. Maintenance of the cul-de-sac islands is the responsibility of the residents. Residents are encouraged to make a joint effort to maintain and beautify these areas.

# ANTENNAS AND SATELLITE DISHES

## DBS AND MMDS COMMUNICATION DISHES

(Direct Broadcast Satellites and Multichannel Multipoint Distribution Service)

(No ***SPEEDY*** process available)

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

- They are not larger than one meter (39") in diameter.
- They are installed in a location on the lot that minimizes visibility from nearby streets and neighboring properties, to the extent possible without substantially degrading reception.
- They are not installed on a pole or mounting device exceeding 12 feet in height.
- The cables and wires are secured in an inconspicuous manner.
- The color and finish of the dish result in minimal visibility.

***No application*** is required if the above conditions are met.

If screening is desired, an application is required. Please see landscaping and/or fencing guideline.

## TELEVISION BROADCAST SERVICE ANTENNAS

An application is required for television broadcast service antennas unless the following conditions are met:

- The antenna is 12 feet or shorter in height.
- The combination of antenna and any mounting device is 12 feet or shorter in height.

***No application*** is required if the above conditions are met.

## OTHER ANTENNAS

An application is required for all other outdoor antennas.

# ATTIC VENTILATORS

(**SPEEDY** process available)

An application is required for an attic ventilator unless the following conditions are met:

- The ventilator does not protrude more than 12 inches above the roof surface.
- All exposed parts are painted to match the exterior color of the material they penetrate, so as to conceal them.
- The ventilator is roof-mounted and located on the least visible side of the roof and does not extend above the roof ridge line.

**No application** is required if the above conditions are met.

**No application** is required for roof ridge vents.

# AWNINGS

(**SPEEDY** process available)

An application is required for all awnings.

- Awnings should not be placed on the front or side of any dwelling.
- Canvas-type awnings, in earth-tone colors attached to the rear of the house are most likely to be approved.

# BASKETBALL BACKBOARDS AND POLES

(No **SPEEDY** process available)

An application is required for all basketball backboards and poles. Portable poles also require approval unless they are removed and stored inside every time that they are not in use.

- Basketball backboards should be firmly attached to a garage (or carport) or to a freestanding pole.
- Basketball backboards should be positioned in such a manner that the playing surface is concrete (or an approved asphalt driveway) and is attached to the home. Basketball poles installed in the street or using the street as the playing surface are in violation of Howard County code and should be reported to the Bureau of Highways at 410-313-7450.
- Freestanding basketball poles, located in the front of a house, should be located as close as practicable to the residence, and must not be located within 20 feet of the front property line.
- Freestanding basketball poles should be located at least 10 feet from the side property lines.
- Freestanding basketball poles should be painted black, brown, white or left unpainted when a galvanized metal is used. Pressure treated wood is also acceptable.
- Basketball backboards should be no larger than regulation size, and must be gray, white, transparent, or painted to match the color of the area to which attached. A marker square on the backboard in any compatible color is permitted.
- Evergreen plantings as screening may be required to protect the streetscape and to lessen the impact on neighbors.
- Basketball backboards and poles must be maintained.



# CHICKEN KEEPING

(No **SPEEDY** process available)

Kings Contrivance would consider chicken keeping on a case by case basis if the following requirements are met:

- The lot must be at least ¼ acre.
- There is a limit of five hens.
- Chickens should be confined to a coop/run at all times (no free ranging).
- Coop/run must be a roofed structure.
- Coops must be at least 50 feet away from adjacent dwellings and open space.
- No slaughtering is allowed at the residence.
- Evergreen screening may be required.
- Application must be resubmitted yearly.

**The Board will revisit this Guideline on a yearly basis.**

# CHIMNEYS AND FLUES

(**SPEEDY** process available)

An application is required for all exterior chimneys and flues.

All exterior chimney and flue installations should be in harmony with the applicant's house and surrounding houses or dwelling units. Generally, the use of masonry or siding-enclosed construction is encouraged as the most architecturally appropriate style for chimneys.

- Chimneys and flues exiting through a wall or the foundation or running vertically along a wall should be of brick or stone masonry construction or should be boxed-in with materials which match the exterior wall finish in style and color.
- The following guidelines apply to chimneys and flues which exit through the roof:
  - The chimney or flue should be boxed-in if it is to be located on the front slope of the roof or the roof ridge, or any other location where it will be highly visible. Chimneys or flues located on the rear slope of the roof and not highly visible need not be boxed-in. All exposed metal sections must be painted to match adjacent surfaces.
  - The height of the exposed metal section, or the boxed-in chimney or flue should be limited to the minimum permitted by the county building and fire codes. The resident is responsible for obtaining this information from the County.
- When there is an existing chimney or flue on the house (other than the builder-provided, through-the-roof installation for the heating, ventilation or air-conditioning system), the second chimney should be of the same basic design as the first chimney.
- Direct vent fireplaces/stoves will be considered on a case by case basis. Approval will be based on visibility to surrounding properties.

# CLOTHESLINES

(No **SPEEDY** process available)

An application is required for a clothes-hanging device unless the following conditions are met:

- It is located behind the rear line and within the side lines of the house.
- It is located not further than 15 feet from the house.
- It is removed when not in use.
- It is maintained properly.

**No application** is required if the above conditions are met.

# COLOR CHANGES

(No **SPEEDY** process available)

An application is required for changes to the most recently approved color or to the original color of any of the elements of the exterior of the home (siding, shutters, trim, roof, garage doors, deck, etc.).

Colors should be selected so that they blend with surrounding houses and are compatible with the style of the house. For example, it would be desirable for contemporary houses with wood siding to be painted or stained an earth-tone color. Whenever repainting a house, the roof and foundation color should be carefully considered before selecting a new color, and vice versa.

In the case of a shared garage the color and material of the entire structure must match one of the two homes sharing the garage.

A color sample is required for all color changes. Please ensure that the sample is an appropriate size to be stored in a file along with the application.

No plot plan is required for color changes.

**No application** is required for repainting if there is no change to the most recently approved color or the original color of the exterior of your home.

# COMPOST PILES

(***SPEEDY*** process available)

A compost pile is a contained, properly maintained area for decomposition of plant materials (grass clippings, leaves, wood, small brush), not simply a dumping area. Odors and pests are of primary concern, therefore, a compost pile should not be used for household waste and should be turned regularly to speed composting.

**An application is required for all compost piles.**

A compost pile will be considered under the ***SPEEDY*** application process under the following conditions:

- The compost pile is located in the rear yard and within the side lines of the house.
- The compost pile is at least 10 feet from the side and rear property lines.
- The compost pile is containerized and no larger than 9 square feet and 3 feet high.

# DECKS

An application is required for adding a deck or changing a currently approved or builder installed deck.

## DECKS ON SINGLE FAMILY, UNATTACHED HOUSES

(**SPEEDY** process available)

The **SPEEDY** process may be used if the following conditions are met:

- Deck is located behind the rear line of the house and does not extend beyond the side lines of the house.
- Deck does not extend more than 16 feet from the rear of the house.
- Deck is not within 10 feet of the rear property line.
- Deck is constructed of wood or a composite material in a wood tone.

## DECKS ON TOWNHOUSES

(No **SPEEDY** process available)

Decks on townhouses will be reviewed by the regular review process only. Size, style, material, color and neighborhood compatibility will be considered.

## PRIVACY SCREENING FOR DECKS

(No **SPEEDY** process available)

Privacy screens should be of open design and not exceed 5 feet in height when measured from the deck surface. The addition of a privacy screen requires approval through the regular process.

Evergreen landscaping for screening purposes may be required.

# DOG RUNS AND DOG HOUSES

*(No **SPEEDY** process available)*

An application is required for a dog run or a dog house.

- Dog runs and dog houses should be located behind the house, preferably attached to the house. Other sites will be considered. The site should be chosen carefully to avoid inconvenience or nuisance to neighbors. To ensure privacy of adjacent neighbors, dog runs and dog houses must be located at least 10 feet from any property line. Evergreen landscaping may be required for screening purposes.
- Fencing for dog runs should be consistent with the Fencing Guideline.

Approval of applications for dog houses and dog runs is contingent on residents' commitment to keep the areas clean, to maintain the structure in good condition, and to control dogs.

# DRIVEWAYS

(No **SPEEDY** process available)

An application is required for a new driveway or a change to an existing driveway.

Driveways should be constructed with concrete. Other materials will be considered on a case by case basis.

**No application** is required for the replacement of an existing driveway, unless there is a change in material, color, size, shape or grade.



# ELECTRIC CAR CHARGING STATIONS

*(No **SPEEDY** process available)*

KCCA is open to residents installing electric car charging stations. An application is required for exterior installations which should include sufficiently detailed information to permit understanding and evaluation of the proposal. Homeowners in townhouse associations should also contact the association regarding approval.

# EXTERIOR DECORATIVE OBJECTS

(No **SPEEDY** process available)

An application is required for permanent exterior decorative objects.

- Exterior decorative objects (large or small) include, but are not limited to, such representative items as bird baths, wagon wheels, sculptures, fountains, ponds, weather vanes and free-standing poles of all types.

**No application** is required for flag holder brackets attached to a home if flag poles are removed when not in use and flags or banners are flown on a temporary basis for specific holidays or occasions.

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

## BIRD FEEDERS

An application is required for bird feeders that will be in place year round.

**No application** is required for fewer than three bird feeders that will be in place seasonally.

# FENCES

(No **SPEEDY** process available)

An application is required for all fences. Neighbor notification is strongly recommended for all fences.

## ALL RESIDENTIAL FENCES

### Style & Placement

- It is strongly recommended that you have your property surveyed to establish property lines before installing any fence. It is the homeowner's responsibility to ensure that property lines are established and that no encroachment results.
- Fences should match in style, size and color with existing approved adjacent fences.
- Fences should be constructed of wood. Use of construction materials other than wood will be considered on a case-by-case basis. In general, chain link fences are not permitted.
- Fences in front yards are not permitted. In general, fences should not exceed the midpoint of the side of the applicant's house or exceed the front line of any adjacent house. In those instances where rear yard fences will, in effect, create front yard fencing for a neighbor, a setback may be required.
- Partial or decorative fences will be considered on a case-by-case basis.

### Gates & Wire Mesh

- Gates should match the fence in material, color and height. Gates should swing inward onto a resident's property when the fence is on the property line.
- Certain wire mesh, such as galvanized or vinyl coated (no poultry wire), will be permitted on the inside of the fence and must not exceed the midpoint of the top rail.

## FENCES FOR SINGLE FAMILY RESIDENCES

### Placement

Fences should be placed on the property line with the following exceptions:

- Fencing running along a sidewalk or adjacent to open space may require a setback and screening with plants may be required on the outside of the fence.

## Style & Size

- Fences should be of open design, constructed of wood, and match existing approved adjacent fences. Use of construction materials other than wood will be considered on a case-by-case basis. In general, chain link fences will not be permitted.
- In general, stockade or board-on-board fences will be considered for the screening of pools (see guideline referring to pools). Other uses of this fencing style will be considered on a case-by-case basis.
- Fences should not exceed 4 feet in height from grade (ground surface) to the top of the highest point on the fence (excluding posts).

## FENCES FOR TOWNHOUSES AND CONDOMINIUMS

(**SPEEDY** process available)

The ***SPEEDY*** process may be used if the following conditions are met:

- The fence is located on the property line and is the same material, height and style as the original builder installed fences. Gates must open in to the property.
- Fence is constructed of wood. Use of construction materials other than wood will be considered on a case-by-case basis. Chain link fences are not permitted.
- Fences in townhouse or condominium developments should match existing builder-installed fences and/or privacy screening (usually single, 6 or 8 foot sections, 5-6 feet in height, of board-on-board/shadow box design). However, a different style may be considered for approval with townhouse/condominium association approval and based on extenuating circumstances.



# GARAGE DOORS

(**SPEEDY** process available)

An application is required for garage door replacement unless the following conditions are met:

- The style is traditional raised panel or flush.
- The door is windowless or contains only standard, unembellished windows. Embellished elements include stained glass, etched glass, colored glass or decorative metal pieces.
- The door matches the color of the house, siding, shutters, or trim.
- The door is constructed of steel or wood.
- Connected garage doors match.

**No application** is required if the above conditions are met.

# GARDENS

(**SPEEDY** process available)

An application is required for ALL gardens, including vegetable, flower, rain and herb, unless the following conditions are met:

- The garden is located between the rear line of the house and the rear property line and within the side lines of the house.\*
- The size of the garden does not exceed 1/4 of the area described above.
- The garden does not damage property below it through the flow of water onto lower property.
- The garden is maintained. Dead vegetation should be removed promptly.

**No application** is required if the above conditions are met.

Rain gardens installed through the Columbia Association Rain Garden Cost Share program can be approved through the **SPEEDY** process.

\* The location of gardens for townhouses, cluster or court houses, houses set on angles, and houses having rear property lines which abut front property lines will be considered on an individual basis. The regular process must be used.

# GENERATORS

(No **SPEEDY** process available)

An application is required for all permanently-installed generators.

# GREEN TECHNOLOGY AND SUSTAINABILITY

(No **SPEEDY** process available)

KCCA encourages residents to explore and apply for alterations that sustain or improve the environment such as wind turbines or alternative paving materials. It is impossible to write a guideline that covers all potential alterations. As with the majority of changes to the exterior of your property, a complete application is required. Emphasis will be placed on proper scale, material, color and impact on neighboring properties. Applications should include sufficiently detailed information to permit understanding and evaluation of the proposal. Plot plan and pictures/drawings, to be retained in the lot file, are required.

Rain Barrels see page 55

Solar Collectors see page 62



# GUTTERS AND DOWNSPOUTS

(No **SPEEDY** process available)

An application is required to change the style and/or color of any gutter or downspout or to remove a gutter.

**No application** is required for gutter covers if they match the color and style of the gutter **and** do not extend more than 2 inches above the gutter.

# HEATING AND AIR CONDITIONING UNITS

(No **SPEEDY** process available)

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

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

# HOUSE NUMBERS

(**SPEEDY** process available)

Clearly visible house numbers are vitally important when emergency personnel must respond to an emergency at your home.

An application is required for house number replacement not meeting the criteria listed below.

- Numerals should be plain, block style and placed on a contrasting background.
- Numerals should be at least 3 inches high and no larger than 8 inches high.
- Numerals should face the street named in an address (generally the street fronting the entrance to a garage).
- Numerals may be placed on small signs on the owners' property.

***No application*** is required for house number replacement if the above criteria are met.

**Note:** No house numbers should be painted on the curb on county-owned roads. Vehicles may park in front of them and emergency services providers do not look for addresses on the curb. Howard County discourages this practice.

# IN-HOME BUSINESSES AND PROFESSIONS

*(No **SPEEDY** process available)*

An application is required for all in-home businesses and professions with the exception of in-home day care, as provided by law. The following criteria should be followed:

- All in home business applications should include neighbors' signatures or neighbor notification by door hanger.
- The business should be incidental or secondary to the residential use of the dwelling.
- The business should have operating personnel consisting only of members permanently residing in the residence, unless otherwise approved.
- No use of a commercial vehicle should be necessary (more than three-quarters of a ton manufacturer's rating capacity used for commercial purposes).
- Any parking requirements for the business in a single family residence should be accomplished by use of resident's garage, individual driveway or parking pad. This includes parking of personal vehicles. Any other parking requirements will be considered on a case by case basis.
- No outdoor storage of materials, equipment, or supplies should be necessary. No materials should be stored in an open truck.
- No alteration of the dwelling unit which would make it unsuitable for future use as a residence, or require the construction of accessory buildings not suitable for normal residential use, should be necessary.
- No unpleasant odors, excessive noise, pedestrian or vehicular traffic should be created and no unusual demands on community facilities or services should be necessary.
- No sign relating to the business should be placed upon any lot. This restriction does not prohibit using professional titles such as M.D., Ph.D. or Attorney-At-Law on small (2 inches x 4 inches) nameplates located on doors or adjacent to the doorbell button for approved in-home businesses.

## Conditions of Approved Businesses

- The RAC may require re-application on an annual basis.
- No in-home business approval may be transferred to a new owner or a new location.
- If the application is denied and the business is in operation, operations are to cease within 60 days of the final decision unless determined otherwise by the Architectural Committee.
- Variances from an approved application will be considered a violation. See Section 11.02 of the Village Covenants.

# LANDSCAPING, PLANTING AND ROCK GARDENS

(**SPEEDY** process available)

Plantings should be arranged in clusters or groups rather than in straight lines. Cluster plantings give a natural effect. Linear plantings and hedges which will create a living wall generally will not be approved.

An application is required for rock gardens. Rocks should be their natural color.

An application is required for all other landscaping, including but not limited to:

- Landscaping which involves a change of grade or slope, or installation of a retaining wall or other structure.
- Landscaping, plantings, etc. which exceed or grow to exceed 50% of the available lot.
- Planting used as a fence, hedge, or windbreak, or for screening purposes. (No hedge should meet or exceed the front line of any house or be placed on the front property line.)
- A landscaping plan should be submitted with all landscaping applications. A mulched bed or stones without natural plantings will not be approved.
- Rain gardens installed through the Columbia Association Rain Garden Cost Share program can be approved through the **SPEEDY** process.

**No application** is required for planting individual bushes, foundation plants, annual or perennial beds or ground covers or individual trees within property lines.

**No application** is required for landscape edging if less than 18 inches high and made of wood, wood-like material, brick or stone.

Homeowners are encouraged to use Maryland Native Plants for landscapes whenever possible. Once established these plants require little maintenance, establish deep root systems that hold soil in place, decrease the amount of water needed for landscape maintenance and provide food and habitat for native wildlife. Many Maryland native plants also produce beautiful foliage and flowers. For list of native plants for Maryland's Piedmont region, where Columbia is located, go to: [www.nps.gov/plants/pubs/Chesapeake/pdf/chesapeake natives.pdf](http://www.nps.gov/plants/pubs/Chesapeake/pdf/chesapeake natives.pdf).

Homeowners are encouraged to avoid planting invasive species including those commonly seen like Bradford Pear, Norway Maple, Butterfly Bush, Japanese Barberry, Daylilies, English Ivy, Burning Bush, Bamboo and Periwinkle. Invasive plants are easily spread by wind, seed and root expansion. They often choke out native plants, kill trees and can damage buildings. For a complete list of Maryland invasive plants see: [mdinvasivesp.org/list\\_terrestrial\\_plants.html](http://mdinvasivesp.org/list_terrestrial_plants.html).

# LIGHTING

(**SPEEDY** process available)

An application is required for permanent exterior lighting.

- Exterior lighting should be installed so as not to shine on adjacent property or public space.
- Security lighting consisting of flood lights, spotlights and various types of high output lights should be aimed so that they illuminate only a specific area. Some fixtures may have to be shielded.
- Security lighting can be approved through the SPEEDY process provided that the fixtures are aimed so that they do not shine on a neighbor's property or common area.
- Landscape lighting requires approval.

No application is required for temporary holiday and festival lighting. The operation of the lights should coincide with the holiday or festival.

# MAJOR BUILDING ADDITIONS

*(No **SPEEDY** process available)*

An application is required for all additions. Detailed drawings to scale must be submitted with the application. Major building additions include, but are not limited to: garages, carports, room additions, greenhouses, porches, porch enclosures, and sun rooms. Any free standing structures also require approval.

The design of a major addition should complement the existing shape, style, material and size of the dwelling. Every effort should be made to enhance the architectural character of the existing structure.

## OTHER ALTERATIONS

It is impossible to write the guidelines necessary to cover all exterior changes. When a guideline is not available for the proposed project, a complete application is required. Emphasis should be placed on proper scale, materials, color and impact on neighboring properties.

Applications should include sufficiently detailed information to allow understanding and evaluation of the proposal.



# PATIOS AND WALKWAYS

(No **SPEEDY** process available)

An application is required for patios and walkways unless the following conditions are met:

## PATIOS

- The patio is a replacement for an existing approved patio using identical material or material similar in color or texture.

OR

- The patio is located at existing grade level behind the rear line of the house and within the sidelines of the house, does not extend more than 15 feet from the rear of the house, and does not extend within 10 feet of the rear property lines.
- The patio is constructed of brick, brick pavers, stamped and/or uncolored concrete or stone.

## PATIOS FOR TOWNHOMES

- The patio is completely enclosed within an existing privacy fence and constructed of brick, brick pavers, unpainted concrete, stone or pressure treated wood.
- The patio in an un-fenced yard is located approximately at existing grade level, more than three feet from the rear property line and constructed of brick, brick pavers, unpainted concrete, stone, wood or wood-like material.

## WALKWAYS

- The walkway is flush with the ground.
- The walkway is constructed of unpainted concrete, stone, clay/brick pavers, brick or pressure treated wood.

**No application** is required if the above conditions are met.

# PLAY EQUIPMENT

(No **SPEEDY** process available)

Since the design concept of Columbia includes play equipment on open space areas, residents are spared the expense of building or installing and maintaining the equipment on their own property. Residents are encouraged to make use of these tot lots as an alternative to personal play equipment. The locations of tot lots and play equipment are available at the village office.

An application is required for all play equipment unless all of the following conditions are met:

## STANDARD PLAY EQUIPMENT

- Play equipment is located in the rear of the property. The equipment must be located as close to the house and as inconspicuously as possible and at least 10 feet inside the rear property line and within the sidelines of the house.
- Play equipment is screened from adjacent properties.
- Play equipment is free-standing.
- Play equipment consists of no more than one single swing set or other piece of large play equipment per lot. Equipment must be of open construction and not exceed 8 feet in height and 10 feet in length.
- Play equipment is constructed of wood, galvanized metal or metal painted an earth tone color.
- Play equipment has no more than one plastic sliding board. If the play equipment includes a colored tarpaulin (preferably an earth tone color) over a structure such as a fort, tree house, or elevated deck, it is permitted if removed off-season.

## OTHER PLAY EQUIPMENT

- Smaller play equipment, such as Little Tikes, is limited to 2 pieces not exceeding 4 feet in height and 4 feet in length each.
- A single sandbox that does not exceed 20 square feet in area and one foot in height. Construction is of wood or plastic.

**All other play equipment including trampolines requires application.**

# POOLS AND HOT TUBS

*(No **SPEEDY** process available)*

The design concept of Columbia includes neighborhood pools. Therefore, private pools are discouraged.

An application is required for all pools and hot tubs.

- The primary factors that will be considered when evaluating an application for a pool or hot tub are:
  1. The size and location of the pool or hot tub,
  2. Grading changes,
  3. Landscaping,
  4. Proximity to neighbors' properties and public areas,
  5. Potential noise problems.
- Due to the visual and acoustical impact on neighboring properties, hot tubs should be located as close to the house as possible. View-obstructing evergreen screening may be required.

## ABOVE-GROUND AND WADING POOLS

**No application** is required for children's wading pools six feet in diameter or smaller.

- All wading pools should be stored out of sight when not in use.
- No other above ground pools are permitted.

## FENCES AROUND POOLS

- See Guideline relating to fences.

# PRIVACY BARRIERS AND SCREENS

*(No **SPEEDY** process available)*

A privacy barrier/screen is considered to be any permanent or semi-permanent structure which limits or eliminates viewing of a given area. A privacy barrier/screen will only be considered for special use purposes (e.g., hot tubs, townhouses, etc.).

An application is required for all privacy barriers/screens.

- Privacy barriers/screens for single family homes are discouraged. Plantings in staggered clusters are preferred instead of structural barriers/screens.
- Privacy barriers/screens for townhouses or apartments should be consistent with those existing in the community.
- Privacy barriers/screens should be compatible with the design of the residence.
- Privacy barriers/screens should be located behind the rear line within the sidelines of the house.
- For privacy barriers/screens on decks, see the Guideline relating to decks.

# PROPANE TANKS

(No **SPEEDY** process available)

An application is required for all propane tanks. Propane tanks will be reviewed on a case-by-case basis.

- Propane tanks should be screened by appropriately-sized evergreens or fencing.
- The tank should be a size that can be easily concealed.
- The tank should be placed as close to the house as possible.

# RADON MITIGATION UNITS

(**SPEEDY** process available)

An application is required for radon mitigation units unless the following conditions are met:

- The pipes and fans are located alongside a downspout or placed vertically on the side or rear of the house.
- The pipes and fans are the color of the downspouts or the siding.

**No application** is required if the above conditions are met.

# RAIN BARRELS

An application is required for all rain barrels.

- Rain barrels should match the siding, trim or foundation of the home.
- Rain barrels should be placed within the rear sidelines of the home.
- The maximum size is 40" high by 28" in diameter.
- Evergreen screening is recommended and encouraged.
- No more than two rain barrels will be approved for each home.
- Any drainage, overflow, or run off from the rain barrel system should not flow onto neighboring properties.

## RAIN BARRELS FOR TOWNHOUSES

(**SPEEDY** process available)

A single rain barrel located in a fully-fenced back yard of a townhouse can be approved through the **SPEEDY** process.

Rain barrels in the front of a townhouse or in an unfenced back yard of a townhouse will be evaluated on a case-by-case basis.

# RAMPS AND RAILINGS

*(No **SPEEDY** process available)*

An application is required for all ramps and railings. A site plan showing the location of the proposed structure along with detailed descriptions should be submitted with the application.

Railings and the sides of ramps on the front of the house should be painted to match the siding or trim color of the house. Ramps in the rear of the house should match the deck in color and style.



# ROOF REPLACEMENT

(No **SPEEDY** process available)

An application is required for a roof replacement unless the following conditions are met:

- The roof will be the same color, material, and style as the original or the most recently approved roof.
- Replacement with an architectural shingle, if color remains the same, does not require an application.

**No application** is required for replacement of a roof if the above conditions are met.

The roof of any attached structures (garages, additions, porches, etc.) must also be replaced to match the new roof on the house.

The roof of any outbuildings (shed, gazebos, etc.) may also have to be replaced to match the new roof on the house.

On homes that share a carport or garage, the entire roof on the carport/garage must be one color, material, and style and must match one of the homes sharing the structure.

# SHEDS

(**SPEEDY** process available)

An application is required for all tool or storage sheds.

- A shed should be located behind the house, as close to it as possible, and preferably attached. If a more desirable location is available, the RAC will give it every consideration.
- If attached to the house, a shed should be the same material as the house (wood for wood-siding houses, aluminum for aluminum-siding houses, vinyl for vinyl siding houses) and of the same quality, color and style.
- If located away from the house, a shed should be within the sidelines of the house and set back from the rear property line to allow for screening where required.
- The size of the shed should be based on lot size, lot slope, and be in reasonable proportion to the house and lot size. In any case, the shed should not exceed a maximum of 120 square feet and 10 feet in height at the highest point.
- Landscaping may be required for screening purposes.
- Some small, portable sheds may be approved through the **SPEEDY** process.

Portable storage units are permitted for up to 30 days without exterior alteration approval. If a portable unit will be in place for longer than 30 days, exterior alteration approval through the regular process is required. If a portable storage unit is to be placed in the street, the county must be contacted.

# SIDING AND SHUTTER REPLACEMENT

(**SPEEDY** process available)

An application is required for changes to the original or most recently approved color, material, or style any of the elements of the exterior of the home (siding, shutters, trim, roof, garage doors, deck, etc).

## SIDING

**An application is required when changing some siding material. *SPEEDY* process may be available.**

A photo or brochure showing the color and style of the siding is required with an application. All samples must be an appropriate size to be permanently stored in a file along with the application.

**No application** is required for use of the following siding styles if the material remains the same:

- 4 or 5 inch Dutch or Ship Lap
- 4 or 5 inch Clapboard
- 4 or 5 inch Beaded or Bead Board

In the case of a shared garage, the siding material, style and color of the entire structure must match one of the two homes sharing the garage.

## SHUTTERS

***No application*** is required for replacement if the following shutter materials are used:

- Wood, Plastic, Vinyl, Aluminum

***No application*** is required for use of the following shutter styles:

- Louvered or Raised Panel

An application is required to add or remove shutters or to alter their positions.

# SIGNS

(No **SPEEDY** process available)

An application is required for all permanent signs.

**No application** is required for temporary signs if the following conditions are met:

- Signs should be no larger than two feet by three feet.
- Signs should be neatly lettered, clean, have a professional appearance and be maintained in good condition.
- Sale or rental signs should be removed shortly after sale or rental.
- Garage sale signs should be put up the day before the sale and removed within 24 hours of the end of the sale.
- Signs advertising contracted work being done on a property are permitted. These signs should be removed upon completion of the project.
- Political signs are defined as signs endorsing candidates for public office or signs promoting support or defeat of any proposition that will appear on the election ballot. Political signs should be at least 15 feet from the nearest edge of the pavement. These signs may be displayed 60 days prior to and 7 days after the election for which intended. In cases where a final election follows within 75 days of a primary election, signs endorsing those candidates who won in the primary election may be displayed during the interim period and up to 7 days after the final election.
- All signs should comply with Howard County sign ordinances. Please call 410-313-1830 for County sign information.

# SKYLIGHTS

(**SPEEDY** process available)

An application is required for all skylights unless the following conditions are met:

- The skylight does not protrude more than 12 inches above the roof surface.
- All exposed parts are the color of or are painted to match the roof surface.
- The skylight is located on the rear of the home.

**No application** is required if the above conditions are met.

# SOLAR COLLECTORS

(**SPEEDY** process available)

Due to their size, solar collectors can have a substantial visual impact on a structure. The collectors should be integrated into the design of the house so as to minimize visual impact. Collectors should be located to give maximum advantage to the user and not adversely impact the overall design of the structure.

- Free-standing collectors should be located behind a structure and completely concealed from the road, neighboring properties and open space, or worked into another architectural element.
- Screening may be required for inverters.

**An application must be submitted.**

## STORAGE OF BOATS, TRAILERS, CAMPERS OR SIMILAR VEHICLES

- Outside storage on residential property of vehicles not intended for continuous use is prohibited.
- No boats, boat trailers, house trailers, trailers, campers, recreational vehicles, trucks or vans (more than three-quarters of a ton, manufacturer's rating capacity and used for commercial purposes) inoperable vehicles, unregistered vehicles, or any similar items may be stored or parked in the open on any lot.
- Allowable vehicles must be parked on driveways or parking pads unless otherwise approved by the Architectural Committee. Regardless of their condition, vehicles may not be parked on residential property, in the open, on any area other than the driveway or approved parking pad.
- Fitted car covers in a neutral color are permitted for licensed, operable vehicles.

# TREE REMOVAL

(No **SPEEDY** process available)

An application is required for all tree removals unless one of the following conditions is met:

- The tree is dead.
- The tree is less than 8 feet in height and is less than 6 inches in diameter.
- There is only one tree being removed, regardless of size, and no other trees have been removed from the property within the last calendar year.
- There is only one tree being removed, regardless of size, and it is being replaced with another tree or a shrub if more appropriate.
- The tree trunk is within 15 feet of the house. Up to 2 trees may be removed, regardless of size, without an application when they are within 15 feet of the house.

**No application** is required if one of the above conditions is met.

When a tree is removed, the stump must be removed to grade level or below. If there are large, protruding roots, they must also be removed. The area must then be blended with the surrounding landscaping. For example, if the surrounding area is grass, the area should be leveled and re-seeded. If the area is within a planting bed or grouping of trees, it could be mulched. The intent is that there be no sign that a tree was ever there.



# UNDER-DECK LATTICE

(No **SPEEDY** process available)

An application is required unless the following conditions are met:

- Lattice is standard design.
- Lattice is constructed of unstained wood, wood stained to match the existing approved deck color or wood-colored vinyl to match the deck.
- Lattice is attached in a workmanlike manner.

***No application*** is required if the above conditions are met.

# WINDOWS AND DOORS

(No **SPEEDY** process available)

An application is required for window and door replacement unless the following conditions are met:

- The style and color match the existing windows or doors.
- A sliding door on the rear of the home is replaced by French doors in a color and style that matches the existing windows and doors. The French doors must open in to the home.
- French doors on the rear of the home are replaced by a sliding door in a color and style that matches the existing windows and doors.

**No application** is required if the above conditions are met.

An application is required for storm or screen windows and storm or security doors unless the following conditions are met:

- The style matches any of the approved styles shown below.
- The door matches the color of the house siding, exterior door, shutters or trim.
- The storm windows do not overlap existing window sash.
- The color of the storm/screen windows matches the adjacent color of the house trim.

**No application** is required if the above conditions are met.



# WOODPILES

(No **SPEEDY** process available)

An application is required for a woodpile unless the following conditions are met:

- The woodpile is located behind the rear line of the house and within the side lines of the house in order to preserve the open space vistas.
- The woodpile is stacked and maintained in an orderly fashion.

***No application*** is required if the above conditions are met.

- Evergreen screening may be required.



## *Kings Contrivance Community Association*

**Please read and use the following checklist to ensure all necessary materials are included with the application before submitting.**

*Applications must be complete before they will be placed on the meeting agenda.*

\_\_\_\_\_ Read the Guideline pertaining to your alteration.

\_\_\_\_\_ Complete the application form.

\_\_\_\_\_ Include plot plan/location survey. Show the location of the proposed alteration and the distance to property lines. A plot plan is not necessary if you are making a color change.

\_\_\_\_\_ Include an elevation drawing and/or pictures of the alteration. Please include all dimensions and description of materials to be used.

\_\_\_\_\_ Include the color of alteration (chips, sample, brochure or photo). A verbal description is NOT acceptable. If the alteration is wood and is to remain natural, the type of wood should be noted and a statement that it will remain natural.

\_\_\_\_\_ Obtain neighbor signatures. Neighbor signatures are not required, but strongly encouraged. Neighbor notification door hangers are available at Amherst House. If door hangers are used, please note the addresses of the properties that received them.

\_\_\_\_\_ Read deadline and meeting date schedule attached to application and submit.

Applicants are encouraged to attend the meetings which begin at 7:30 P.M. in the Macgill Room at Amherst House. Applicants are notified by phone of the results. Letters will also be sent.

If you have any questions, please contact the Covenant Advisor at 410-381-9600.





# *Kings Contrivance Community Association*

## Exterior Alteration Application

**Please return to:**

Kings Contrivance Community Association

7251 Eden Brook Drive

Columbia, MD 21046

410-381-9600

[kccovenants@columbiavillages.org](mailto:kccovenants@columbiavillages.org)

**FOR OFFICE USE**

DATE REC'D \_\_\_\_\_

KCRAC NO. \_\_\_\_\_

SPEEDY PROCESS: YES \_\_\_\_\_ NO \_\_\_\_\_

NAME: (Please print) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**NEIGHBORHOOD:** Dickinson \_\_\_\_\_ Huntington \_\_\_\_\_ Macgill's Common \_\_\_\_\_

**PROPERTY:** Single-family \_\_\_\_\_ Townhouse – End \_\_\_\_\_ Townhouse – Mid \_\_\_\_\_ Condominium \_\_\_\_\_

**COLOR:** House \_\_\_\_\_ Trim \_\_\_\_\_ Shutters \_\_\_\_\_ Roof \_\_\_\_\_ Front door \_\_\_\_\_

**TYPE OF ALTERATION:**

- ( ) Addition ( ) Color change ( ) Fence ( ) Lighting ( ) Roof ( ) Siding ( ) Tree removal  
( ) Chimney ( ) Deck/Patio ( ) Landscaping ( ) Porch ( ) Shed ( ) Sun room ( ) Window/Door

*Please include a plot plan, drawings/pictures of the proposed alteration, color/material samples (photos or brochures), and any other supporting documents.*

**Description of proposed changes:** (Attach another page if additional space is needed)

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**IT MAY BE NECESSARY TO OBTAIN APPROVAL FROM YOUR TOWNHOUSE/CONDO ASSOCIATION. THEY MAY HAVE MORE RESTRICTIVE REQUIREMENTS AND THEIR OWN ARCHITECTURAL REVIEW PROCESS. IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE COMPLIANCE WITH ALL GUIDELINES AND/OR RESTRICTIONS.**

This application is in accordance and does not violate the Covenants and Guidelines of the Village of Kings Contrivance or the building and zoning codes of Howard County. Applicant assumes full liability for the entire project. A Howard County Building Permit should be obtained if needed (410-313-2455). Applicant runs the risk of incurring cost of removal, modification and litigation if project is started without written approval from the Architectural Committee. Easement restrictions must be met and are the responsibility of the resident. Work must be completed within 120 days of start date. Exceptions must be brought to the attention of the Resident Architectural Committee. Miss Utility (1-800-257-7777) should be called prior to digging around gas, power, cable and telephone lines.

## ACKNOWLEDGEMENT OF AFFECTED AND/OR ADJACENT PROPERTY OWNERS

While not a requirement, we encourage neighbor notification. Door hangers (available at Amherst House) may be used instead of obtaining signatures. **This awareness does not constitute approval or disapproval.** If you have any questions or concerns regarding this application, contact the Covenant Advisor at 410-381-9600.

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

### STATEMENT FROM THE COLUMBIA ASSOCIATION:

If this application involves the placement of a structure on a portion of the applicant's property adjacent to Columbia Association (CA) property and any portion of the structure is placed on CA property, applicant disclaims for himself/herself and his/her successors any interest in CA's property, agrees to indemnify CA against any costs it incurs to protect its property rights, and agrees to remove the structure from CA's property.

\_\_\_\_\_  
Signature, Homeowner Date \_\_\_\_\_

## RAC RECOMMENDATION

\_\_\_ Approved as submitted \_\_\_ Approved as an exception \_\_\_ Approved with provision \_\_\_ Denied

Explanation: \_\_\_\_\_

\_\_\_\_\_  
Signature, Resident Architectural Committee Member Date \_\_\_\_\_

## AC ACTION

\_\_\_ Approved as submitted \_\_\_ Approved as an exception \_\_\_ Approved with provision \_\_\_ Denied

Explanation: \_\_\_\_\_

\_\_\_\_\_  
Signature, Architectural Committee Member Date \_\_\_\_\_

**IF AN APPLICATION IS DENIED, A WRITTEN APPEAL REQUEST MUST BE RECEIVED AT AMHERST HOUSE WITHIN TEN (10) DAYS OF RECEIPT OF THE COMMITTEE'S DECISION.**

Kings Contrivance Community Association  
Amherst House  
7251 Eden Brook Drive  
Columbia, MD 21046



LOT 2

[illegible]

20-072

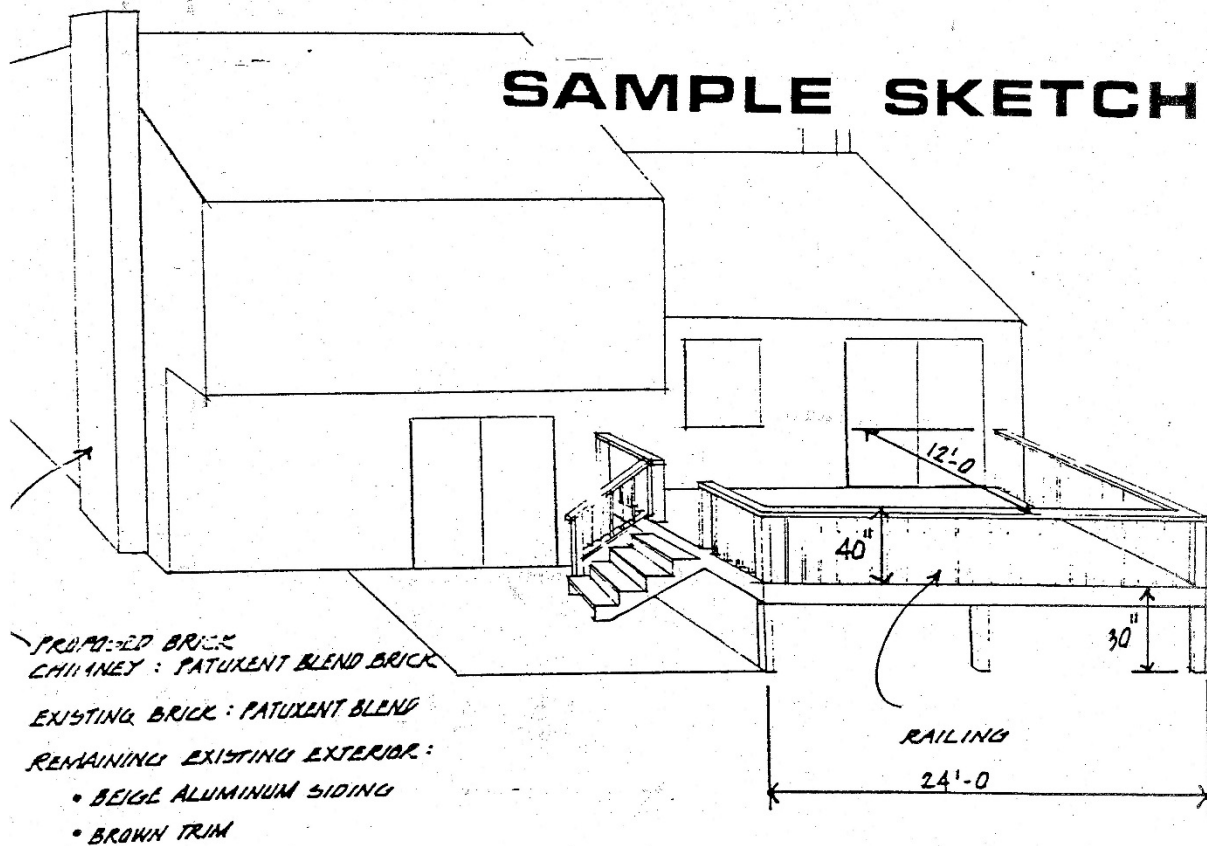
I hereby certify that the position of ~~the~~<sup>an</sup> improvements on the above described ~~has~~<sup>is</sup> been carefully established by a test ~~and~~<sup>of</sup> that unless otherwise shown, there are no other ~~act~~<sup>acts</sup>.

I hereby certify that the position of DEPUTY  
improvements on the above described DEPUTY  
been carefully established by a DEPUTY  
that unless otherwise shown, this DEPUTY

ENGINEERS • PLANNERS • SURVEYORS  
11315 LOCKWOOD DRIVE SILVER SPRING, MD. 20904  
TEL. NO 593-3400

REFERENCE	DRAWN BY VLB	CHECKED BY JFR
Plat 4070	DATE 7-19-85	FILE NO. 2875-K
	SCALE 1" = 30'	

# SAMPLE SKETCH



**KINGS CONTRIVANCE  
REQUEST FOR A LETTER OF COMPLIANCE**

Date: \_\_\_\_\_

RE: \_\_\_\_\_  
Property Address

Closing date, if known: \_\_\_\_\_

The undersigned property owner requests that the Covenant Advisor visit the above property for compliance with the Village Covenants and understands that this may take several weeks to be processed. In addition, the application process for any unapproved alterations may take additional time. Any violations found and not corrected may be pursued as covenant violations.

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Signature of Owner	Printed Name of Owner
<b><i>OWNER SIGNATURE AND PRINTED NAME REQUIRED</i></b>	

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Mailing Address of Owner

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Phone Number of Owner	Email Address of Owner
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Real Estate Agent's Name and Company

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Agent's Email Address ***OR*** Fax number

***NOTE:*** Please fill in as much information as possible so that all parties receive a copy of the letter. The Covenant Advisor will be checking to see that all exterior alterations have Architectural Committee approval and that the property is in compliance with the maintenance covenants of the Village.

Drop off at the KCCA Village Office at Amherst House, 7251 Eden Brook Drive, email [kccovenants@columbiavillages.org](mailto:kccovenants@columbiavillages.org) or fax to 410-381-9628.



# VILLAGE OF KINGS CONTRIVANCE IN - HOME BUSINESS APPLICATION

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

for office use only	
Date Received	_____
KCRAC#	_____
Speedy Process: Yes	_____ No _____
Date Reviewed	_____

**Neighborhood:** Macgill's Common \_\_\_\_ Dickinson \_\_\_\_ Huntington \_\_\_\_

**Property:** House \_\_\_\_ Townhouse – End \_\_\_\_ Townhouse – Mid \_\_\_\_ Condo \_\_\_\_

DESCRIPTION OF PROPOSED BUSINESS: \_\_\_\_\_

\_\_\_\_\_

Will a truck, van or other business vehicle be used? \_\_\_\_\_

Will a sign be used in connection with the business? ( ) YES ( ) NO

Will business-related materials be stored on the property? ( ) YES ( ) NO

Will meetings, seminars or workshops be held on the premises? ( ) YES ( ) NO

PLEASE EXPLAIN ALL YES ANSWERS: \_\_\_\_\_

\_\_\_\_\_

Describe the nature and frequency of deliveries required: \_\_\_\_\_

\_\_\_\_\_

Describe parking requirements: \_\_\_\_\_

\_\_\_\_\_

Describe the maximum number of employees/clients/coworkers, related to the business in any way which will be at the home at any one time: \_\_\_\_\_

\_\_\_\_\_

Describe the hours of operation: \_\_\_\_\_

\_\_\_\_\_

**Acknowledgement of affected and/or adjacent property owners:**

*While not a requirement, we encourage neighbor notification. Door hangers, available at Amherst House, may be used instead of obtaining signatures. This does not constitute approval or disapproval.*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**PLEASE READ THESE PROVISIONS AND SIGN THE CONTRACT BELOW:**

1. Kings Contrivance Architectural Committee approval of this application may not be the only approval required. It may be necessary to obtain approval from your townhouse/condo association and/or Howard County. Such organizations or agencies may have more restrictive and/or different criteria or covenants. It is the applicant's responsibility to ensure compliance with all restrictions. Nothing herein contained shall be construed as a waiver or modification of more restrictive covenants nor any of the provisions of State or Howard County ordinances or regulations.
2. A separate application must be made for each profession or home business.
3. Approval is not transferable to a new owner or a new location.
4. The Architectural Committee may require approval on an annual basis.
5. Any variance from the approved application will be considered a violation.
6. If you disagree with the decision, a written appeal may be made within ten days of receipt to the following address: Kings Contrivance Community Association, 7251 Eden Brook Drive, Columbia, MD 21046.

I/We, the applicants(s), have read and understand all of the above provisions.

Owners' signatures: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**Questions? Please contact the covenant advisor at 410-381-9600**

**FOR OFFICE USE**

RAC ACTION: APPROVED \_\_\_\_\_ DENIED/REASON \_\_\_\_\_

APPROVED WITH PROVISIONS/WAIVER \_\_\_\_\_

AC ACTION: APPROVED \_\_\_\_\_ DENIED/REASON \_\_\_\_\_

APPROVED WITH PROVISIONS/WAIVER \_\_\_\_\_

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\_\_\_\_\_ SIGNED \_\_\_\_\_ DATE \_\_\_\_\_