

Westerlee Community Association.

Rules for the Architectural Review Committee (adopted at Annual Meeting 2006)

*The Westerlee Community Association bylaws shall be amended to include procedures for the review of alterations, additions, new construction or other significant changes submitted by members of the association in accordance with the Covenants of the community:*

A. Purpose

- The Board shall appoint or elect an Architectural Review Committee consisting of a minimum of two members.
- The purpose of the Architectural Review Committee is to review all submissions made to the board regarding alterations, additions, new construction or any other significant change to a property within the boundaries of the community association in accordance with the requirements of Covenants for the community.
- Members shall be qualified and able to read plans and submissions and evaluate them
- The Architectural Review Committee may also be used to review any other plans, designs or submissions made to the board by public agencies or other outside entities which might affect the community
- The review committee shall make non-binding recommendations to the board. If circumstances require it recommendations can also be made to the Executive Committee of the Board.

B. Submittals:

Homeowners within the boundaries of the Westerlee Community who apply for approval of plans in accordance with the requirements of the covenants shall submit the following materials:

1. A plan of the property showing the boundaries and the location of the suggested alteration, addition or new construction with relevant dimensions such as distance from the property lines, and the size of the proposed structures. The plan show further the relationship to existing structures and show significant existing landscaping such as mature trees as well as suggested landscaping.
2. Any addition or alteration to an existing building or structure or any new structure shall also be shown in relevant elevations such as the elevation visible from the street or from neighboring properties
3. Exterior materials and colors shall be identified

### C. Process:

1. Plans shall be submitted in a timely manner and give the committee and board four (4) weeks time for deliberations. The submission shall be accompanied by a letter of application with date, address of the applicant, description of purpose and scope of the project and the planned schedule for construction.
2. It is recommended to submit the plans to the board prior to submitting for a permit with Baltimore County
3. Once the materials are submitted, the Architectural Review Committee shall review the plans within 10 working days and make a recommendation to the Board in writing and may present the findings to the Board in an oral presentation.
4. The Board shall vote on the recommendation within a maximum of four (4) weeks after submission of the application.
5. The applicant may present his plans to the Board in person and attend the deliberations at the discretion of the Board
6. The finding of the Board shall be made in writing.
7. The Board finding, the committee recommendation and the submitted materials shall be recorded in the files of the Association.
8. Board and Committee findings shall result in either
  - a. Approval without conditions,
  - b. Approval with conditions,
  - c. Or rejection with possible resubmission of a revised design.
9. The Board or Architectural Review Committee members shall review the property of the applicant during construction for compliance with the approved plan and may ask the homeowner to review the proper permit(s) from the County.

### D. Review Criteria:

For the review the following review criteria shall apply at a minimum (other criteria might be applied as applicable):

1. Is the project in scale, materials and architectural form compatible with the existing structure or does it complement the existing design on the property in such a way that the overall appearance is improved or maintained?
2. Is the project compatible with the character of the community or complements it in such a way that the community character is improved or maintained?
3. Will the project place any disadvantage or undue burden on any of its neighbors?
4. Is the proposed construction integrated into the setting with adequate site amenities such as landscaping, lighting, pathways etc.?