

GUIDELINES & SUBMISSION REQUIREMENTS

Note: these guidelines are provided for your help in submitting a request for approval. However, even if you believe you have met these guidelines, you still **MUST** receive a formal letter of approval from the Architectural Review Committee of the Board of the Vineyard Oak Homeowners Association **BEFORE** beginning work.

Addition / Attached Shed

1. Must be attached to the house (no freestanding structures allowed).
2. Exterior materials used (siding, roofing, etc.) must match those of the house in color and type.
3. Must be in the rear of the house.
4. Homeowner or Contractor must obtain a Harford County building permit and comply with all Harford County regulations, including securing a final approval permit, if applicable.

Submission Requirements for Additions / Attached Sheds:

You must submit a plot plan indicating location, size, and configuration, description of materials to be used, sketches and/or plans indicating location of door(s), window(s), height of structure, slope of roof, etc. If a Harford County building permit is required for this structure, an **APPROVED** permit must accompany your application. Must meet with ARC committee member(s) to show exactly where structure will be attached to your home.

Dead Tree Removal

Tree(s) to be removed must be dead, dying, or posing an imminent danger to life or property.

Submission Requirements for Dead Tree Removal:

In addition to the ARC form, you must submit a plot plan indicating location of tree(s) you seek to remove, along with a report from a licensed arborist or certified tree expert verifying that the tree(s) is dead, dying, or posing an imminent danger to life or property.

Decks

1. Must be attached at the rear of the House.
2. Must be composed of pressure-treated wood, a wood-polymer product (such as Trex), or 100% polymer with a simulated wood look, including stairs and railing. Decorative railing systems of metal or composite materials are also acceptable.
3. Color must be that of natural wood or traditional deck stain (no painted decks).
4. Completion must be within six (6) months from the start of the project.
5. Homeowner or Contractor must obtain a Harford County building permit and comply with all Harford County regulations, including securing a final approval permit.

Submission Requirements for Decks:

You must submit a plot plan indicating location, size, and configuration of your deck; a description of the materials to be used; a picture or sketch indicating the railing design; and (for manufactured materials) appropriate product literature. You must also submit an **APPROVED** Harford County building permit with your application.

Exterior Painting Color Change

1. Exterior painting is limited to entry doors, window shutters, and miscellaneous trim. You do not need approval to repaint or touch-up your paint, using the original color. Approval is needed, however, if you **CHANGE** the color from the original construction colors.
2. New color(s) must be traditional dark colonial colors in keeping with the original design intent of the developer.

3. New color(s) shall not be like the color(s) of the house directly across the street or on either side of the house, within a reasonable amount; said reasonable amount being solely up to the Architecture Review Com. **Submission Requirements for Exterior Painting Color Change:**

You must submit official "paint chip" color sample(s) from the paint manufacturer, along with the name of the manufacturer.

Fences

1. Fences must be made of pressure-treated wood, or of pre-finished ornamental metal, or of ornamental plastic; no chain link fences are allowed.
2. Maximum fence height is 54 inches from the ground.
3. Location as described and permitted in the Covenants (q.v.).
4. If there is a rough side of wood, it must face inward towards property.
5. No add-ons to fences (i.e.: chicken wire; chain link; wire mesh, coated wire mesh).
6. Gates must be swing into property if located on or near a property line.
7. Homeowner or Contractor must obtain a Harford County building permit and comply with all Harford County regulations, including securing a final approval permit, if applicable.
8. Completion must be within six (6) months from the start of the project.

Submission Requirements for Fences:

You must submit a plot plan indicating proposed configuration of fence, location and swing of gate(s), description of materials to be used, picture or sketch indicating fence design, and product literature for fences with manufactured fence components. You must also submit an APPROVED Harford County building permit with your application.

Modification to House Exterior (including new roof, chimney, windows, etc.)

1. Must be consistent in style and design to the existing house.
2. Must use the same, similar, or compatible type materials.
3. Homeowner or Contractor must obtain a Harford County building permit and comply with all Harford County regulations, including securing a final approval permit, if applicable.

Submission Requirements for Modification to House Exterior:

You must submit a description and/or sketches indicating type and location, including a complete description of the materials to be used, and product literature for manufactured materials. Color sample(s) of materials, if applicable, are also required. Should this modification entail or require a building permit from Harford County, it is the responsibility of the homeowner to secure the permit and comply with any other regulations, and (if applicable), an APPROVED permit from Harford County must accompany your request for approval.

Patio / Landscape Structure

1. Cannot affect drainage and storm water run-off onto neighboring properties.
2. Homeowner or Contractor must obtain a Harford County building permit and comply with all Harford County regulations, including securing a final approval permit, if applicable.

Submission Requirements for Patio / Landscape Structure:

You must submit a plot plan indicating proposed location, description of materials to be used, and product literature, picture or sketch indicating design and configuration. If a Harford County building permit is required for this structure, an APPROVED permit must accompany your application.

Play Equipment

1. Must be made of pressure-treated or naturally rot-resistant wood except sliding boards, swings and canopies.
2. Cannot exceed a maximum of twelve (12) feet in height.
3. Must be in the rear yard.
4. All wood must be natural wood or traditional deck stain colors.

Submission Requirements for Play Equipment:

You must submit a plot plan indicating proposed location, description of materials to be used, and product literature, picture or sketch indicating design and configuration.

Pool

1. Must be in-ground.
2. Must be located at the rear of the house;
3. Must be surrounded by a Harford County-approved fence enclosure;
4. Homeowner or Contractor must obtain a Harford County building permit and comply with all Harford County regulations, including securing a final approval permit, if applicable.
5. Completion must be within six (6) months from start of project.

Submission Requirements for Pools:

You must submit a plot plan indicating proposed location and configuration of pool, pool deck, and fencing; for the fencing, you must also provide all documentation as noted in the Fences section above. You must also submit APPROVED Harford County building permits for both the pool and fencing with your application.

Storm Doors

1. Full view glass and/or screen.
2. No ornamental glass or designs over the glass or the screen.
3. Metal factory pre-finished in white or a color that matches your vinyl siding. ***Submission Requirements for Storm Doors:***

You must submit a picture or product literature indicating design, and a color sample.

Certification by Homeowner

I hereby certify that I will comply with all guidelines as outlined above, with the By-Laws and Declaration of Covenants, Conditions and Restrictions of the Association, and with all laws, codes, requirements, and guidelines of Harford County.

I further certify that the improvement requested is not within the Forest Retention Area, and I acknowledge that any drainage and storm water run-off problem resulting from modifications to my property, if applicable, are my sole responsibility.

I understand that should any contractor wish to post a sign in my yard advertising their business, that signage may not be displayed longer than three weeks and that it may not be larger than outlined in covenants.

Signature of Homeowner(s)

Date