

ARCHITECTURAL REVIEW GUIDELINES OVERVIEW AND PROCESS May 2020

The *Declaration of Covenants, Conditions, and Restrictions for Annapolis Preserve Community Association, Inc.* governs the use of our personal lots and common areas. Fortunately, we have these *Covenants*, as they help maintain, protect, and foster increases in the value of our community. Your Board of Directors reminds all homeowners that any change or alteration to the exterior of your house and surrounding property requires prior approval. Homeowners are strongly encouraged to review thoroughly all articles contained in the *Covenants*, paying particular attention to Article 6 and Article 7, as these address architectural changes and land use restrictions, respectively.

Specifically, Article 6 states that no building, fence, wall, mailbox, other structure, and any exterior additions to or change be made until approved by the Board of Directors. This includes changes in house and trim color, additions to driveways, walkway surfaces, and landscaping modifications. Note that landscape modifications include the removal of living trees and other vegetation. Further, depending on their specific location, tree removal may also require prior approval by the Anne Arundel County Forester; and violators will be subject to penalties. Similarly, Article 7 states that storage sheds, play equipment, satellite dish antenna, and decorative lawn ornaments may not be erected, used, or maintained on any lot at any time without prior approval by the Board of Directors; and that lawn furniture may be used and maintained in rear yards only. Please review Article 6 and Article 7 in their entirety for more precise information.

As Annapolis Preserve homeowners it is your responsibility to review the *Covenants* and the recently prepared guidelines for lawn ornaments (attached) in relation to your property and **voluntarily take the necessary action(s), whether it is to remove certain objects, or obtain approval from the Board of Directors.** To our benefit, our property management agent performs frequent inspections of the Annapolis Preserve Community and identifies covenant infractions and other items to the Board of Directors. Please respect our *Covenants* so that we may continue to protect the value of our homes and avoid spending our dues on resolving infractions and violations.

Enclosed for your use are two forms that are required to be submitted with each request for an architectural change — an Annapolis Preserve Architectural Change Application and an Annapolis Preserve Neighbor Acknowledgement Record. Please make copies of these forms for your continued future use. **Completed forms must be submitted to the current Annapolis Preserve property manager** using either electronic or conventional mail and approved by the Board of Directors **prior to** initiating any architectural change. **The Neighbor Acknowledgement Record is completed by the applicant and provided to each neighbor for their review, comment, and signature; and each neighbor is requested to submit the Record directly to CMI.** The Board has 60 days to respond to your request upon receipt of all requisite information. You may address questions to Dave Berkey (President, Annapolis Preserve Board), or any other member of the Board of Directors. You may refer to our web page for current Board member and property manager information.