

**Mallard Run Homeowner's Association**  
**Architectural and Environmental Review Committee**  
**443 Web Foot Lane**  
**Stevensville, MD 21666**

June 6, 2018

Dear Homeowners:

As dictated by the Mallard Run Declaration of Covenants, Conditions and Restrictions, all permanent exterior improvements and structures must be reviewed and approved by the Mallard Run Architectural and Environmental Review (AERC) Committee. Please take a moment to review the proper procedures for requesting approval from the committee.

1. All requests for exterior modifications must be submitted in writing, utilizing an AERC Improvement Application, to the Architectural and Environmental Review Committee at the above referenced address. If you are personally dropping off your request and no one is home, please slip your request inside the storm door rather than leaving it in the mailbox.
2. Your request must include the following information:
  - a. Completed AERC Improvement Application
  - b. A copy of your location drawing (plot plan) depicting where the structure is to be erected on the property.
  - c. A description of the building materials to be used.
  - d. Dimensions of the structure (length, width, and height).
  - e. A drawing of the structure or photograph that accurately depicts the structure.
3. Requests for exterior modifications to a home must be accompanied by an elevation drawing that accurately depicts the home and the final modifications.
4. Any communication about the request will be with the homeowner only. There will be no communication with any third parties such as contractors.
5. Fencing requests must comply with the Fencing Policy.
6. Shed requests must comply with the Shed Policy.
7. If you have an easement on your property, such as a drainage or utility easement, placement of fencing within the easement will only be permitted if the lot owner has received a letter of approval from the Queen Anne's County Department of Public Works. Please contact the Department of Public Works at 410-758-0920.
8. Sidewalks must be kept clear for pedestrians. Trees overhanging the sidewalk must be pruned to provide at least eight feet of clearance according to Amendment to AERC Guidelines, Article VII, Section 9.
9. Solar panel installations must adhere to Amendment to AERC Guidelines, Article VII section 7 (a)(xi).
10. Mailboxes must comply with the Mailbox Policy.

Please be advised that in accordance with Article VII, Item 3 of the Mallard Run Declaration of Covenants, Conditions and Restrictions, the Architectural and Environmental Review Committee has sixty (60) days within which to make a decision on your request. We will do our best to respond as soon as possible, but there may be cases when the full review time will be required. Please be advised, that if you have not received a response with sixty (60) days, that you cannot begin construction on your project. The covenants and restrictions are in place to protect the integrity of the community.

We have received some verbal inquiries about previous improvements made to lots that may not be in compliance with the community covenants. We also believe improvements have been made to some lots without written authorization from the Architectural and Environmental Review Committee.

1. If you have made an improvement to the exterior of your house or to your lot and never requested approval from the AERC, please submit a request now.
2. If there is a violation of the covenants on your property the committee will address the violation consistent with Article VII, item 11 (“Enforcement – Right to Remove or Correct Violations”) of the Declaration of Covenants, Conditions and Restrictions for Mallard Run.

The AERC will be enforcing the covenants, which the committee believes are a benefit to the entire community. We ask each homeowner to abide by the covenants to make the committee’s job easier.

Based on a recommendation of the Mallard Run Board of Directors, with the exception of all sheds, and temporary structures, such as, but not limited to, play equipment and spas will not require approval from the AERC. However, we strongly recommend you consider your neighbors and view from the street when placing temporary structures upon your lot.

Please note: Some improvements require either a building permit or zoning certificate be issued by the Queen Anne’s County Department of Planning and Zoning prior to the commencement of construction. Please contact the Zoning Office at 4710-758-4088 to determine if your improvement requires County approval.

We thank you in advance for your cooperation in the matter. Please contact any of us if you have questions.

Sincerely,

Mallard Run Architectural and Environmental Review Committee

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**MALLARD RUN HOMEOWNERS ASSOCIATION  
ARCHITECTURAL AND ENVIRONMENTAL REVIEW COMMITTEE**

January 15, 2016

After careful review, the Mallard Run Architectural and Environmental Review Committee has elected to make the following amendments to the architectural guidelines as follows. These guidelines go into effect as of the date of this letter.

**Clarifying rule as it relates to AERC Guidelines, Article VII section 7 (a)(xi):**

Prohibited Uses and Nuisances: No Poles or wires for the transmission of electricity, telephone and the like shall be placed or maintained above the surface of the ground of any lot.

Clarifying Rule: Mallard Run Homeowners Association is required by House Bill 117, dated January 17, 2008, to allow the installation of solar panels on the roof or exterior walls of a house. A Mallard Run AERC Improvement Application must be submitted for approval prior to the installation of any solar panels. It is the request of the HOA Board of Directors that roof mounted solar panels be installed in such a way that they are not visible from the street. However, the placement of solar panels cannot be restricted by an HOA if it significantly decreases the efficiency of the system. Finally, ground mounted solar panels are restricted by the Mallard Run Architectural and Environmental Committee.

**Clarifying rule as it relates to AERC Guidelines, Article VII, Section 9:**

Maintenance: Each homeowner shall keep his lot and all improvements therein or thereon in good order and repair, including, but not limited to, the seeding, watering, and mowing of the lawn; the pruning, cutting, and maintenance of all trees, shrubbery, and other landscape features; and the painting (or external care) of all buildings and other improvements, all in a manner and with such frequency as is consistent with good property management.

Clarifying Rule: Trees that overhang community sidewalks should be trimmed so that there is at least 8 feet of clearance directly over the sidewalk.

The AERC will be enforcing the covenants, which the committee believes are a benefit to the entire community. We ask each homeowner to abide by the covenants to make the committee's job easier.

We thank you in advance for your cooperation. Please contact any of us if you have any questions.

Sincerely,

Mallard Run AERC