



Mallard Run HOA AERC Policies & Procedures

Mallard Run Homeowners Association

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Foreward

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.

All requests for must follow the applicable policy and be submitted in writing, utilizing an AERC Improvement Application, to the Architectural and Environmental Review Committee at mrhoaaerc@gmail.com.

Your request must include the following information:

- Completed AERC Improvement Application
- A copy of your location drawing (plot plan) depicting where the structure is to be erected on the property.
- A description of the building materials to be used. d. Dimensions of the structure (length, width, and height).
- A drawing of the structure or photograph that accurately depicts the structure.

Requests for exterior modifications to a home must be accompanied by an elevation drawing that accurately depicts the home and the final modifications.

Any communication about the request will be with the homeowner only. There will be no communication with any third parties such as contractors.

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.

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.

Solar panel installations must adhere to Amendment to AERC Guidelines, Article VII section 7 (a)(xi).

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 by 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.

Clarifying Rules

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.

Fencing Policy

Mallard Run Homeowner's Association allows fencing in the rear of the property only. Fencing cannot extend beyond the rear corners of the home into the front of the property. Exceptions to the fence policy pertaining to fence location will only be made if unusual conditions exist and the alternative location is deemed by the Architectural and Environmental Review Committee to be in harmony with the surrounding structures and topography, and in conformity with the design concept for the Mallard Run Community.

In the case of drainage or any other type of easement on a property, placement of fencing or any other type of structure within the easement will only be permitted if the 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.

The types of approved fencing are as follows:

1. Natural wood two or three split rail fences, with or without galvanized wire mesh, not to exceed 48 inches (4.0 feet) in height.
2. White vinyl PVC two or three rail fences, not to exceed 48 inches (4.0 feet) in height.

3. White picket fence not to exceed 48 inches (4.0 feet) in height.
4. Natural wood privacy fence, with minimum four-inch-wide vertical wood slats, not to exceed 60 inches (5 feet) in height.
5. Natural wood privacy fence, with minimum four-inch-wide vertical slats, not to exceed 60 inches (5 feet) in height, with 12 inches (1 foot) lattice or other decorative treatment on top, for a total maximum height of 72 inches (6 feet). Other decorative treatment includes, but is not limited to, scalloped rails with square pickets, pickets with straight cap rail, or sunburst with straight cap rail.
6. White vinyl PVC privacy fence, with minimum four-inch-wide vertical white vinyl PVC slats, not to exceed 60 inches (5 feet) in height.
7. White vinyl PVC privacy fence, with minimum four-inch-wide vertical vinyl PVC slats, not to exceed 60 inches (5 feet) in height, with 12 inches (1 foot) lattice or other decorative treatment on top, for a total maximum height of 72 inches (6 feet). Other decorative treatment includes, but is not limited to, scalloped rails with square pickets, pickets with straight cap rail, or sunburst with straight cap rail.

Fencing around air conditioning units on the side of the house will be permitted as follows:

1. If fencing exists or is proposed on the subject lot, the fencing material around the air conditioning unit must match the existing or proposed fencing.
2. Fence dimensions shall not exceed the following:
 - a. Four feet in height;
 - b. Four feet extending into the side yard from the side of the house; and,
 - c. Eight feet extending down the side of the house (from front of house to back of house).

No exceptions will be made for alternative fence types.

To submit a fence request, please fill out and submit an AERC Request form.

Mailbox Policy

In the event you need to replace your mailbox, please use the information below to obtain the correct parts.

Mailbox:

Must be white with a red flag.

Mailbox Post:

- Brand: Royal Crowne Outdoor Accents
- Style: Annapolis Plus mailbox post (white)
- Manufacturer: Ridge Craft

Please remember should you replace your mailbox post that there is a specification for the HOA requiring house numbers:

House Numbers:

- Manufacturer: Hillman Group
- Model: Distinctions 4-inch Flush Mount Metal (black)

Shed Policy

Mallard Run Homeowner's Association allows sheds in the rear of the property only. A shed is defined as a freestanding structure that cannot extend beyond the rear corners of the house into the side yard or front yard of the property. Exceptions to the shed policy pertaining to shed location will only be made if unusual conditions exist and the alternative location is deemed by the Architectural and Environmental Review Committee to be in harmony with the surrounding structures and topography, and in conformity with the design concept for the Mallard Run Community. Before construction of any shed, whether the shed is a temporary or permanent structure, it must receive approval from the Mallard Run Architectural and Environmental Review Committee.

In the case of drainage or any other type of easement on a property, placement of fencing or any other type of structure within the easement will only be permitted if the 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.

The design standards for sheds in the Mallard Run Community are as follows:

1. The footprint of a shed cannot exceed twelve (12) feet by sixteen (16) feet, for a total square footage not to exceed 192 square feet.
2. No shed can exceed one story.
3. All sheds must have some type of peak or gambrel roof.

4. All sheds must be finished with vinyl siding and roof shingles.
5. The color of the shed vinyl siding must match the color of the vinyl siding of the house.
6. The color of the shed roof shingles must match the color of the roof shingles on the house.
7. No shed shall be habitable.
8. The shed must comply with all local zoning regulations.

To submit a shed request, please fill out and submit an AERC Request form.