

**Crestwood Village  
Frederick, MD**

**Architectural Review  
Guidelines**

**Section I – Introduction**

**Section II - Procedures**

## **Section I - Introduction**

Modifications to the exterior of homes generally require approval from the Board of Trustees. Modifications that are “pre-approved” by the Board are listed in Section III of the Guidelines. Such modifications do not require an Application for Property Modification (APM) to be submitted. Modifications that require approval by the Board are listed in Section IV of the Guidelines and require submission of an APM. Any modification that is not specifically listed in Section III or IV requires the submission of an APM.

Numerous contractors offer their services in Crestwood Village for both exterior and interior projects. Some are licensed, some are not. The Board of Trustees strongly advises that you only contract with professionals that are licensed. The Maryland Department of Labor provides the ability to search for licensed professionals on their website.

If you have any questions about a planned project or the Architectural Review Guidelines, feel free to contact the Architectural Review Committee (ARC) through the Management Office.

### **General Guidelines:**

The Board of Trustees has determined that the following items shall not be permitted in Crestwood Village:

1. Exterior antennas for reception or broadcasting (except satellite dishes)
2. Free standing flagpoles
3. Window awnings and canopies (except Dalton models)
4. Window air conditioners
5. Wind chimes and wind socks
6. Walls and fences (unless installed by the developer)
7. Decks
8. The installation and maintenance of any heating devices such as kerosene, wood or coal burning stoves or heaters requiring through the wall or roof vents or chimneys
9. Exterior electrical insecticide devices
10. Painting or staining of concrete walls (other than foundation walls) steps, patios, and porches
11. Any type of signs (except political signs posted in accordance with the Rules and Regulations and construction permits)
12. Wind driven ventilators

## **Section II - Procedures**

### **Process for Section III Guidelines (Preapproved Items):**

If making a modification listed in Section III of the Guidelines, ensure that the modification is in compliance with Section III and proceed.

**Process for Section IV Guidelines (Items Requiring Approval from the Board):**

If making a modification listed in Section IV (or is not listed in either Section III or IV), you must submit an APM.

The APM can either be submitted online or by filling out a paper form that's available online ([www.crestwoodvlg.net](http://www.crestwoodvlg.net)) for downloading/printing or from the Management Office.

Ensure you review Section IV and include any specific documentation required.

Once the APM is received, a member of the ARC will contact you (if necessary) in a few days and ensure that the planned modification is in compliance with the Guidelines. If you need a "rush" job, please indicate this on the APM and let the Management Office know.

If it appears that the planned modification is not in compliance with the Guidelines, the ARC member will work with you to, hopefully, find an acceptable solution.

If the planned modification is in compliance with the Guidelines, the ARC member will recommend approval. The ARC Chairperson will also review the APM and, if the planned modification is deemed to be in compliance, will forward the APM to the Board recommending approval.

The ARC Liaison (Board member) will additionally review the APM and, if satisfied that the planned modification is in compliance with the Guidelines, will approve the modification on behalf of the Board.

The Management Office will notify the Homeowner regarding the status of an APM.

In cases where the planned modification does not comply with the Guidelines and is disapproved by the ARC Liaison, the case may go before the entire Board for consideration at the initiative of the ARC Liaison or the Homeowner.

If the ARC Liaison disapproves an APM or the Board votes to disapprove a planned modification, the Homeowner has the option of requesting an Appeals Committee. If an Appeals Committee is requested, the Board President shall appoint the members. The Chairperson of the Appeals Committee will contact the Homeowner with a date and time for the Homeowner to present his/her case. The Appeals Committee will also hear the reasons why a modification should not be approved presented by a member of the ARC. The Property Manager may also be asked to provide input. The Appeals Committee acts in an advisory capacity to the Board of Trustees.

**Waivers:** A Homeowner may request a waiver to the Guidelines. In such a case, the ARC Liaison shall refer the waiver request to the entire Board for consideration. If the Board votes

to disapprove a waiver request, the Homeowner may request that an Appeals Committee consider the waiver request. If an Appeals Committee is requested, the Board President shall appoint the members. The Chairperson of the Appeals Committee will contact the Homeowner with a date and time for the Homeowner to present his/her case. The Appeals Committee will also hear the reasons why a modification should not be approved presented by a member of the ARC. The Property Manager may also be asked to provide input. The Appeals Committee acts in an advisory capacity to the Board of Trustees.