

Amended Pembroke HOA - Architectural Control Guidelines

1. Overview

Basis for this Document: The committee derives its charter, scope, and rules from applicable articles, sections, and paragraphs of the Pembroke Home Owners Association (PHOA) Inc, (PHOA), Articles and Declarations of Covenants, and conditions and restrictions of Pembroke

The Architectural Control Committee shall regulate the external design, and appearance of the properties, and review all property improvements in a manner that enhances property values.

Background: Our protective covenants bind PHOA and its members. They assure that members hold a minimum of certain standards for land use, architectural control, and property maintenance through PHOA. Our Architectural Rules and Standards will be continuously revised and clarified to reflect actual design and construction experience, as well as residential requirements in support of our protective covenants. From this date forward, a project will not be approved simply because a same or similar design, modification or addition already exists in Pembroke. All current and future new construction, and modifications and additions to existing homes and properties shall comply with the Architectural Rules and Standards contained herein. Conversely, all previously approved construction and projects are "grandfathered". It is incumbent upon homeowners to maintain copies of approved architectural requests as a safeguard against future changes to these guidelines.

Purpose of this Document:

- To define the architectural rules for new and existing homes
- To amplify applicable elements of the Pembroke Declaration of Covenants, conditions, and restrictions
- To outline the committee's roles and responsibilities
- To guide members of the PHOA on "how to" initiate request and get project approvals
- Provide enforcement guidelines

Applicability: Each and every homeowner, upon acceptance of a deed for any lot in Pembroke is subject to PHOA obligations and rules. However, when local laws, standards, codes, or ordinances are more restrictive than our protective covenants and rules, the local directives shall prevail.

2. New Home Rules

Plans for new homes shall be submitted to the committee for HOA board concurrence prior to commencement of construction. In addition, the committee shall review subsequent modifications to approved plans that affect the exterior appearance of a new home. Documentation (i.e., blueprints, drawings, plat map, etc.) submitted shall provide sufficient detail to visualize accurately the exterior appearance, location, and orientation of the proposed new home. New home construction shall comply with the following rules:

- a) Single story homes shall have a minimum of 1600 sq. ft. of living space. Two story homes shall have a minimum of 2200 sq. ft. of living space. Living space is defined in a fashion consistent with that commonly used by the Maryland Real Estate industry.
- b) Each principle dwelling, where feasible, shall have an attached garage capable of housing a minimum of two cars.
- c) The forward portion of the principle dwelling must have an exposed brick or stone foundation. Exposed portions of poured concrete foundations shall be painted to match or accent the vinyl, brick, or stone siding.
- d) Steps and sidewalks shall be concrete, brick, or stone.
- e) Direct vent fireplace kick-out, box areas shall have an "A" gable, singled roof (no shed roof styles) and shall have siding material consistent with that side of the home's exterior sheathing material.
- f) The dwelling's main roof pitch shall be a minimum of 6 x 12. Only dimensional roof shingles shall be allowed. Shingles made from wood shall be specifically prohibited.
- g) The exterior of the principle dwelling shall be brick, stone, Dryvit, or vinyl siding. Hardwood, aluminum, or cedar siding are not permitted. "Hardy Plank" style material may be submitted to the committee for consideration; this material is supplied by various manufacturers and comes in different quality specifications.
- h) Lattice under/around front and side porches shall not be allowed. All areas under front and side porches shall be brick or stone.
- i) All front and side porch railings shall be white, vinyl coated, maintenance-free material. No painted wood is allowed.

Builders constructing homes within Pembroke shall maintain their construction sites, keeping in mind that the development is a premier residential community, and not an industrial park. Builders shall provide portable toilets at construction sites. Receptacles are to be maintained for the orderly disposal of debris, which shall be confined to the construction site and not allowed to spill over onto adjacent properties, even if unoccupied. Construction activity which creates noise audible on adjacent properties is not permitted before 6:30 a.m. or after 9:00 p.m. Monday through Saturday, and no construction is permitted on Sundays.

3. Principle Dwelling and Property Rules

The following modifications and/or additions to a principle dwelling and/or property require the committee's approval:

- Sheds
- Porches and Decks
- Swimming Pools
- Solar Collectors
- Satellite Dishes and Antennas
- Dog houses and/or dog runs and other pet enclosures
- Fences
- Swimming Pools
- Home additions and exterior modifications
- Gazebos
- Utility Buildings
- Patios greater than 256 square feet

- Screening of Recreational Vehicles including boats, jet skis, and campers
- Screening of Trash Receptacles stored outside
- Landscaping which disturbs more than 1000 square feet on any single lot
- Other modifications or situations covered in the Miscellaneous section below

Please note: If a project is not listed above, the homeowner must contact the Architectural Control Committee for determination if approval is needed.

The ACC approval does not release residents/homeowners from the responsibility of obtaining all required permits. Acquiring all permits is the responsibility of the homeowner.

No improvements, alterations, change of paint color, excavations, changes in grade or other work which in any way alter the exterior of any lot shall be made or done without the approval of the ACC. The Property owner is solely responsible for correspondence with the ACC and must fill out any required architectural requests. Contractors, at the request of the property owner, may contact the Board to provide additional information. All actions that fall within these guidelines shall be requested in accordance with established procedure, only by the property owner.

Sheds

- Sheds must be located in the rear yard of the property and must be placed along the out lot perimeter. Sheds will not be placed near the home structure. They must comply with required setbacks of 5' from the side and rear property lines (CZO Schedule 32.1 footnote 4) and be separated from all other structures by 10' (CZO Section 51.2.4.c).
- A 12 x 10 foot shed is the preferred size, although larger sheds may be approved if there is sufficient space on the property and the shed is positioned such as not to be an annoyance.
- The maximum height for all shed walls is eight (8) feet. Roof peaks should be no taller than 10 feet.
- Sheds may be placed directly on the ground, concrete blocks, or concrete foundations.
- Sheds visible from the street and/or adjacent property that are sitting on level lots with more than one course of blocks must be landscaped to hide open exposure under the shed.
- Sheds visible from the street or adjacent property on sitting on uneven lots with multiple levels of blocks or wood pilings to accommodate steep slopes will require screening with lattice as well as landscaping around the exposed base of the shed.
- Sheds less than 120 square feet (10' x 12') may be placed within 2 feet of the property line.
- Exterior color scheme of the shed, to include roof shingles will match the scheme of the principle dwelling.
- No metal or plastic molded sheds are allowed.
- Sheds requiring lattice and landscape will have plans depicting the planned landscape in conjunction with the shed application.
- Once the committee approves the shed, the homeowner has one (1) year from the application approval to incorporate the shed on the property.

Approval Documents Required:

1. ARC Request Application

2. Copy of house survey (Plat) depicting location of shed in relation to lot with existing easements identified
3. Picture or brochure showing style of proposed shed
4. Details of materials being used

Porches and Decks

- Decks and porches may be constructed of treated wood, or composite material, providing that the color and texture of the materials are in harmony with adjacent structures.
- Decks may have a clear preservative stain in acceptable earth tones applied to them, or be left to weather naturally.
- The ACC must approve all solid stain colors.
- If the underside of the porch or deck is to be used for storage, the underside must be enclosed with white vinyl or wood lattice enclosing the deck from the framework to the ground.

Approval Documents Required:

1. ARC Request Application
2. Copy of house survey (Plat) depicting location of existing decks/patios/porches and proposed decks and patios in relation to lot with existing easements identified
3. List of materials to be used
4. Project plans showing elevations and dimensions

Solar Collectors

- Solar collectors should not be placed in front (street side) of the principle residence without prior approval of the ACC. Exceptions may be granted for system performance issues due to the orientation of the residence with respect to the sun. (I.E.) System will suffer degraded performance or not work at all if collectors are not allowed on the front of the dwelling. Correspondence from the homeowner and contractor/installer clearly stating the impact/s are to be provided to the ACC with the application.
- Large collectors on a sloping roof should be positioned level /on the slope with the roof.
- Smaller collectors can be laid parallel on the roof and finished to replicate a skylight.
- Ground mounted collectors may be located in the back yard and must be screened and are not to cover in excess of ¼ (25%) of the available square footage of the backyard.
- Solar collectors should be constructed from glass with wood or metal frames painted to match the roof or house trim.
- Window Solar collectors must not change the outside aesthetic appearance of the window and conform to the exterior of the home as detailed in other sections of the ACC/CC&R's.
- Plexiglass framing is not authorized as it will sag and leave an unsightly appearance.
- All piping shall be aesthetically concealed.
- The ACC recognizes that solar power is an ever changing and fast moving arena of development. Solar panels and the Law will most likely change in the future. Therefore, additional documentation of these Local, State and Federal Laws and policies may be required by the ACC of the homeowner/HOA member.

Approval Documents Required:

1. ARC Request Application
2. Copy of house survey (Plat) depicting location of collectors and associated equipment in relation to house on plat with existing easements identified
3. List of materials to be used
4. Project plans showing elevations and dimensions

Satellite Dishes and Antennas

- Location for antennas and satellite dishes is either roof mounted on the rear of the primary structure or pole mounted located at the rear of the primary structure.
- All antennas and dishes will be situated as inconspicuously as possible within line-of-sight requirements.
- Dishes are not solely to be installed on the side of the primary structure where cable connection boxes are situated. Location is strictly driven by appearance and screening ability.
- Dish locations may be allowed in other locations by the ACC, only if the dish is unable to access connections/satellite signals. Correspondence from the Homeowner and Contractor/Installer is required prior to approval.
- Any antennas or dishes installed without prior approval by the ACC will potentially be removed by the discretion of the board if they do not comply with the aforementioned guidelines.

Approval Documents Required:

1. ARC Request Application
2. Copy of house survey (Plat) depicting location of collectors and associated equipment in relation to house on plat with existing easements identified

Dog Houses and/or Dog Runs

- Doghouses, dog runs, and any other pet enclosures will be placed in the backyard only.
- They will be located as close as possible to the rear of the principle dwelling and not extend beyond the either side of the dwelling.
- The color of the structure will match the principle dwelling.
- Black vinyl coated 4 foot chain link fence may be considered when defining the area of containment.

Approval Documents Required:

1. ARC Request Application
2. Copy of house survey (Plat) depicting location of proposed dog run and/or dog house in relation to lot with existing easements identified
3. List of materials to be used

Fences

- Fences are not permitted forward of the rear corners of the principle dwelling. Exceptions can be approved by the ACC for abnormal conditions such as odd shaped lots.
- Special exceptions can be made for corner lots and odd lots that are not necessarily square, or where it is not conducive due to the lay of the home's orientation to the lot.
- Only one fence is to be placed on, or near any common property line.
- Fences will be either all wood or all vinyl. Mixing of both products is not authorized.
- Attaching to a neighbor's existing fence is allowed provided the neighbor's material type is the same as the material for the requested fence.
- Chain link fences are not permitted except where approved on dog runs.
- White vinyl or plastic fence materials are preferred.
- Wood fences shall be unfinished or sealed with a transparent stain in acceptable earth tone colors. Solid color stains are not authorized without approval from the ACC.
- Picket fences are allowed but may not be taller than 4 feet.
- Homeowners located on corner lots requesting a fence above four (4) feet are required to accent the street side fence with landscaping approved by the ACC.
 - Plans with the depicting landscape will be submitted in conjunction with the fence request, and once approved, the homeowner has six (6) months to plant approved landscape.
- Stockade style privacy fences are not authorized.
- Total fence height is not to exceed six (6) feet. Total fence height includes any decorative trim or ascetics bordering the top.
- No fence shall be erected in the area between the front of the home and the front of the lot line.
- Fences should be of the same height and material on all sides.

Approval Documents Required:

1. ARC Request Application
2. Copy of house survey (Plat) depicting location of proposed fence in relation to lot with existing easements identified
3. List of materials to be used

Swimming Pools

- In-ground and above ground swimming pools are authorized and must be situated behind the rear of the property. Preferred location is behind the house.
- Above ground pools such as small inflatable children's pools are permitted.
- Non-permanent larger pools not requiring a supporting frame, such as "Intex" pools with inflatable rings, are not permitted.
- A committee approved six (6) foot secured privacy fence must be installed to secure the swimming pool prior to installation of the pool. The fence must be lockable to deter unauthorized entry.
- The fence must meet all guidelines outlined by St. Mary's County guidelines and restrictions.
- All pools require a St. Mary's County issued permit and is the responsibility of the homeowner to acquire.

- Any pool must be properly maintained, presenting a neat appearance. Free of debris and algae growth to promote good hygiene and prevent insect infestation.
- All approved permanent pools shall be securely covered in the colder months to prevent buildup of debris.
- Should the pool fall into disrepair either in the material condition of the structure or the condition of the water contained within, the HOA shall send the owner a written letter outlining the nature of the violation that must be fixed. The homeowner has 30 days to show the HOA that the pool is compliant with all ARC rules, or the pool must be removed and the area returned to its original state.

Approval Documents Required:

1. ARC Request Application
2. Copy of house survey (Plat) depicting location of proposed pool and fence in relation to lot with existing easements identified
3. List of materials to be used

Home Additions, Major Building Additions or Exterior Structure Modifications

- Major building improvements include but not limited to greenhouses, porches, rooms, storage additions, etc.
- Exterior home additions that add living space to the home shall match the principle dwelling in appearance and style (i.e. roof shingles, vinyl siding, masonry brick, doors, windows, eaves, fascia, and foundation material).
- The addition will be integral to the original dwelling and not 'tacked on'.
- Exterior modifications shall meet the same requirements specified under "New Home Rules" listed above unless otherwise approved by the ACC.
- The addition shall not impair the view, amount of sunlight, or ventilation of adjacent residents or the public's use of common areas.
- Additions must not create situations where adjacent neighbors will have difficulty adding to, modifying, or maintaining their existing property.
- Additions must not adversely affect drainage conditions on adjacent properties through changes in grade or other significant run-off conditions.
- All county setbacks must be maintained (5 feet to side and rear lot lines and 25 feet to front of lot lines).
- The design of major additions must be consistent with existing shape, style, and size of the dwelling in the following ways:
 - Siding, roofing, and trim materials must be the same as, or compatible with, the existing materials of the dwelling in color and texture.
 - Windows and doors must be compatible with those of the existing dwelling in style and color. These should also be located on walls that are the same appropriate height as those of the existing dwelling, and be trimmed in a similar manner.
 - Roof eaves and fascias should be the same depth, style, and approximate slope as those of the existing dwelling.
- Any addition must meet county set back requirements. Currently, the county set back requirements stipulates five (5) foot set backs from side & rear lot lines and a twenty-five (25) foot set back from the front lot line.

Approval Documents Required:

1. ARC Request Application
2. Copy of house survey (Plat) depicting location of proposed project in relation to lot and house structure with existing easements identified
3. List of materials to be used
4. Project plans showing elevations and dimensions

Clothes Lines and Poles

- Clothes lines and poles are not permitted as per CCR's VII.1.J

Property Maintenance

- The Board may conduct regular or unscheduled/unannounced inspections of the Association. Upon receipt by the board of three individual complaints by different HOA members or three board members being in agreement the lot shall be deemed to be in non-compliance and the board shall act as per the CC&R's to resolve, and may levy fees in accordance with Appendix A.
- Property owners are responsible for the upkeep and appearance of their dwelling and surrounding property so as not to detract from the overall appearance and ambiance of the neighborhood.
- The exterior of the dwelling shall be maintained free of damaged siding, eaves, shutters, doors, roof shingles, brick, stone, faded paint or stain, etc.
- Landscaping and lawns will be maintained in a neat, clean, and trimmed appearance, lawns are not to exceed (8) inches in height. Every lot and the area between the property line and the road surface shall be kept clear of all brush, tall grass and weeds by the Lot Owner. Grass shall be trimmed/cut so as not to present unsightly appearance, to include edging between the concrete sidewalks and driveways Lawns and yardscaping shall be maintained in a healthy condition. Unless prohibited by water conservation laws, lawns and yardscaping shall be watered to prevent browning or death of the vegetation.
- Even if the lawn is maintained at or below (8) inches, lawns shall be deemed unsightly if any species grow seeds or seed pods beyond beyond allowable height.
- Lawns shall be maintained with grass. "Zero-Scaping" and covering with rock or mulch over 25% of the lawn or greater are not permitted. Lawns with greater than 25% weeds or uncovered ground shall be deemed to be in non-compliance.
- All grass clippings must be bagged and properly disposed of.
- Common areas and street drains are not to be used to dispose of grass clippings.
- All principle dwellings shall have landscaping in the front of the dwelling.
- Dwellings on corner lots will have landscaping on the street adjacent to the community street.
- Unoccupied properties are the responsibility of the homeowner and must be kept free of debris and maintained in a neat, clean appearance.
- Non-resident property owners (leasers/renters) are bound by these rules.
- Builder contractors are required to keep lots cleared of garbage, construction debris, etc.

- Sidewalks shall be maintained free of snow, ice, leaves, grass clippings and other material by the property owner.

Miscellaneous Rules

- Seasonal (holiday) decorations will not be put in place more than thirty (30) days prior to a holiday and must be removed within thirty (30) days after.
- Children's recreational play equipment shall be restricted to the back yards in the rear of the property. Swings and outdoor gym equipment may be installed and do not require ACC approval.
- Non-standard items such as skateboard ramps, sandboxes made from tractor tires are not permitted.
- Basketball goals must be freestanding and are not to be installed on the principle dwelling. Basketball goals are to be used in the driveways and not in the street. They must be stored out of view when not in use.
- Automobiles are to be parked in the principle dwelling garage and/or driveway.
- Automobiles are not to be parked routinely in the street. Street parking is to be kept to a minimum for safety reasons as to not obstruct visibility, congest traffic flow, or inhibit snow removal.
- Automobiles not licensed or inoperable will be kept in garages and will not be parked in driveways or streets.
- No vehicle in disrepair shall remain on any street for longer than 24 hours. Repair or upkeep of vehicles shall be restricted to the homeowner's property, specifically the driveway or garage unless an emergent condition dictates otherwise.
- Open-air auto repair and maintenance of automobiles is restricted to three (3) days and only in the driveway. Repairs taking place longer than three (3) days will take place in the garage or off Pembroke premises.
- Parking of vehicles on grass areas is not authorized.
- Vehicles will not be parked in a way that obstructs sidewalks and fire hydrants.
- Vehicles and recreational equipment such as boats and jet skis will not be stored behind the principle dwelling, unless they are stored behind a fenced property and screened out of view from the street and neighbor's property. In instances where small parts of the boat's superstructure cannot be screened out of view, the HOA Board may approve its storage if neighbors adjacent to, in front of, and behind the property agree to its presence in writing.
- Vegetable Gardens are authorized at the rear property line situated behind the principle dwelling. The size of the garden may not exceed one fourth (1/4) the size of the rear area of the property.
- Trash cans, bins and other receptacles shall not be stored outside without being behind an approved screen. Trash receptacles shall be taken off the street and stored no later than 24 hours after trash collection.

4. Enforcement

In addition to the means of enforcement provided with-in the Covenants and By-Laws, the Association shall have the right to levy fines against an Owner or the Owner's guests, relatives, lessees or invitees, in the manner set forth herein, and such fines shall be collectible as any other assessment such that the Association shall have a lien against the Lot of such Owner as

provided in these Declaration, the Bylaws and Articles of Incorporation and such fine(s) shall also become the binding personal obligation of such Owner. See Appendix A for a feeschedule.

The Board shall be charged with determining whether there is probable cause that any provision of the Architectural Control Guidelines or Rules and Regulations of the Association, regarding the use of dwelling units and Lots, are being or have been violated. In the event that the Board determines an instance of such probable cause it shall cause the Board to provide written notice to the person alleged to be in violation, and the Owner of the Lot which that person occupies or is visiting if such person is not the Owner, of the specific nature of the alleged violation and of the opportunity for a hearing before the Board upon request made within (10) days of the sending of the notice. The notice shall also specify, and it is hereby provided, that each recurrence of the alleged violation or each day during which it continues shall be deemed a separate offense, subject to a separate fine in accordance with Appendix A.

The Notice shall also specify, that in lieu of requesting a hearing, that the alleged violator or Owner may respond to the notice with in five (5) days of its sending, acknowledge in writing that the violation occurred as alleged and promising that it will henceforth cease and will not recur, and that such acknowledgement and promise, and performance in accordance therewith, shall terminate the enforcement activity of the Association with regard to such violation. Repetitions of the same alleged violation may be considered by the Board with regards to issuance of any fines.

If a hearing is timely requested, the Board shall hold the same, at the next regularly planned Board meeting, or hold a special meeting at the concurrence of the Owner of the alleged violation. The Board shall hear any and all defenses to the alleged violation, including witnesses that the alleged violator, Owner or Board may produce. Any party at the hearing may be represented by Counsel. The fees for such Counsel shall not be reimbursed by the Board.

Subsequent to any hearing, or if no hearing is timely requested and if no acknowledgement and promise is timely made, the Board shall determine whether there is sufficient evidence of a violation or violations as provided herein. If the Board determines that there is sufficient evidence, it may levy a fine for each violation in the amount herein.

A fine pursuant to this Section shall be assessed against the Lot which the violator occupied or was visiting at the time of the violation, whether or not the violator is an Owner of that Lot, and shall be collectible in the same manner as any other assessment, including the Association's lien rights as provided by the Covenants and Bylaws. Nothing herein shall be construed as to interfere with any right that an Owner may have to obtain from the violator occupying or visiting his Lot the payment of the amount of any fine(s) assessed against that Lot.

Nothing herein shall be construed as a prohibition of or limiting the right of the Association to pursue any other means of enforcement of the provisions of the Covenants, the Bylaws Articles or Rules and Regulations, including, but not limited to, legal action for damages or injunctive relief.

Failure by a homeowner to submit requests for exterior Architectural changes to the Architectural Committee using the Control Process can result in a fine of up to and including \$500.00 at the discretion of the Board. Board approval does not negate the homeowner's responsibility to follow all local and applicable laws, ordinances or codes. If the homeowner

believes the Board has denied or approved any Architectural change that in counter to any law, ordinance or code it is incumbent upon the homeowner to bring and conflict to the Boards attention in writing with the applicable references.

5. Effectivity

These Architectural Committee Guidelines (Rules) are to be considered in effect only upon:

A. A majority Vote at a regular meeting of the board, with the vote properly recorded in the minutes of the association.

B. Having been posted on the HOA website for all to review and copy for a minimum of 10 days.

6. The Architectural Committee and Control Process

The Committee: The president of the PHOA, with the approval of the officers of the board, shall appoint the Architectural Committee Chairman (ACC) at the annual meeting. The ACC shall solicit/accept volunteers for membership to the committee with the goal of having members from each phase of Pembroke. The committee will have a minimum of three (3), and not more than seven (7) members.

Architectural Requested Change (ARC) applications and required forms can be found on the PHOA website, <http://www.pembrokehoa.org>, under the File tab. ARC requests shall be submitted either by mail to:

Pembroke Homeowner's Association
C/o Architectural Chairman
46909 Pembroke Street
Lexington Park, MD. 20653

Or by email to:
arc@pembrokehoa.org

Architectural Control Process: Before construction or improvements begin, homeowners must adhere to the following control process:

1. Review the restrictions and rules contained in the applicable Pembroke Declaration of Covenants, Conditions, and Restrictions, as well as Pembroke HOA - Architectural Control Guidelines.

2. Applications will be submitted to the ACC thirty (30) days prior to start of the project to allow the ACC sufficient time to review application and coordinate with the applicant any additional questions/details required to make an accurate assessment for approval.

3. Only one improvement will be submitted per ARC. Separate ARCs will be submitted for each improvement/modification requested.

4. Complete the New Home/Project application and submit application along with applicable attachments (e.g., plats, blueprints, brochures, drawings, material lists, etc.) via mail or email to the ACC.

5. The Committee shall:

- Upon receipt of all required documents, review completed application within ten (10) working days of receipt.
- Conduct a site survey, if required, to better understand and visualize potential impacts and aesthetics for all items within the request.
- Vote to approve/disapprove the request by a simple majority of the current committee members on record.
- Provide, via the ACC, the applicant with a written letter of approval/disapproval.
 - If disapproved, the ACC will include rationale and recommended changes.
 - In return, the applicant may resubmit the “revised” application for reconsideration by the committee.

6. If, for any reason, the applicant wishes to appeal the committee’s decision, they may submit an appeal to the President of PHOA, who will place the item on the agenda of the next regularly, scheduled Board of Directors (BOD) or general meeting, whichever is sooner.

7. In an effort to expedite the appeal, the BOD may opt to convene a special meeting to review the appeal.

8. The board will not intervene in cases of:

- Homeowner property line disputes
- Leash law enforcement, including pet defecation or urination

If any project mentioned herein is commenced without the written approval of the committee, the committee, by way of the PHOA, has the right and responsibility to seek legal action against the property owner. All costs incurred are the responsibility of the homeowner in question, and until resolved, a lien will be placed against the subject property.

The Architectural Rules and Standards are hereby adopted by the PHOA and shall have full force and effect as described above under Number 5 of this document.

Appendix A: Fees Schedule

The Board may, at its discretion, levy fees against a property owner when the above mentioned ARC rules are broken. Infractions are deemed to be additive throughout one calendar year only.

First Infraction	no fee
Second Infraction	\$15
Third Infraction	\$50 ¹
Subsequent Infractions	\$100 ¹

In the event a property owner refuses to correct infractions or takes unilateral action in installing a non-board approved Arch addition, the Board may levy a fee equal to the cost for a contractor to remove or rectify the issue. This does not presuppose the Board will pay for the corrective action itself.

Posting of notices and signs on government property is specifically prohibited! Specifically mail boxes or other government property as may exist or be installed. They are not owned by the HOA, but are the responsibility of the HOA to maintain. Currently it costs \$150.00 to paint each box, therefore the board has approved a fine of \$150.00 plus any additional costs the association may incur for violations.

In the case of excess delinquency for non-payment of the Pembroke Home Owners Association dues (currently deemed to be any fees or associated cost that are over one (1) year old) the board is authorized as per the CCR's the use of a collection agency. This will result in additional costs to the delinquent homeowner/s. The additional fees may range from a minimum of \$250.00 to a total of \$1500.00 depending on what lengths the collection agency has to go in order to collect the delinquent fees. If a lien is required to collect, the minimum charge will be \$1500.00, plus the original fees and associated legal costs. The board is both financially and legally obligated to make recovery attempts for all fees incurred and owed to the Association.

LIBER 0023 FOLIO 402

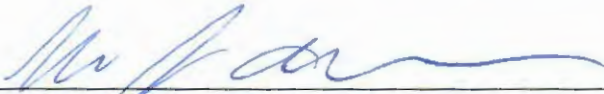
¹ The Board may also levy the cost of an outside contractor (such as a Lawn Service Company) to remedy the infraction. In the event legal action is sought by the Board against a property owner, the property owner shall be fined the cost of legal fees.

FINAL

APPROVED

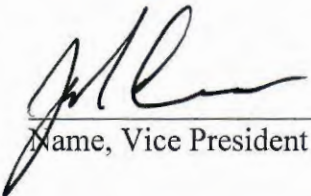
Amended Architectural Control Guidelines for Pembroke HOA, INC
July 12, 2016

Approval Signatures



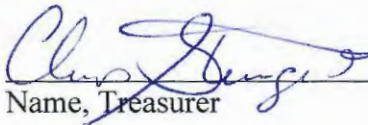
Name, President

August 24, 2016
Date




Name, Vice President

25 AUG 2016
Date



Name, Treasurer

25 Aug 2016
Date



Name, ARC Chairman

25 August 2016
Date



Name, Secretary

26 August 2016
Date

DOCUMENT VALIDATION

LR - HOA Dep Amendment 25.00
HOA Name: PEMBROOKE HOA
Reference/Control #: 23/389 KAREN MACKAR

=====
Total: 50.00
08/30/2016 10:23 CC18-MB
#6823528 CC0704 - St
Mary's
County/CC07.04.01 -
Register 01

Joan W. Williams, Clerk
Circuit Court for St. Mary's County
PO Box 676
41605 Courthouse Drive
Leonardtown, MD 20650
(301) 475-7844
