

BALDWIN OAKS HOMEOWNERS ASSOCIATION, INC.
RESOLUTION 3
ARCHITECTURAL GUIDELINES AND STANDARDS REVISED DECEMBER 1997

WHEREAS, the Declaration of Baldwin Oaks Homeowners Association requires and authorizes the Board of Directors to establish an Architectural Control Committee; and

WHEREAS, The Board of Directors has appointed the membership of the Architectural Control Committee pursuant to the documents; and

WHEREAS, Article V of the Declaration charges the Architectural Control Committee with certain duties; and

WHEREAS, The Architectural Control Committee is charged with the duty to regulate the external design and appearance of the Property and improvements thereon in such a manner as to ensure a harmonious relationship among the improvements on the Lots and the natural vegetation and topography; and

WHEREAS, the Architectural Control Committee believes that it is imperative that the Committee and the residents have a common understanding of the Guidelines which the Architectural Control Committee will employ; and

WHEREAS The Board of Directors deems it advisable to promulgate these Guidelines into a Resolution as permitted by Article VII of the By-Laws.

NOW, THEREFORE, be it known that the following Guidelines and standards are proposed by the Architectural Control Committee and approved by the Board of Directors:

I. INTRODUCTION

Objectives of Baldwin Oaks Architectural Guidelines

This document's overall objective is to serve as a guide to members of the Architectural Control Committee (ACC) and residents in maintaining and enhancing Baldwin Oaks' carefully designed environment. The guidelines described in this document address improvements for which homeowners most commonly submit applications to the ACC. They are not intended to be all inclusive or exclusive, but rather to serve as a guide to what may be done. The specific objectives of this document are:

1. To increase residents' awareness and understanding of the Covenants.
2. To describe the organizations and procedures involved with the architectural standards established by the Covenants.

3. To assist residents in preparing an acceptable application to the ACC.
4. To provide uniform guidelines to be used by the ACC in reviewing applications in light of the goals set forth in the Covenants.

Protective Covenants

The basic authority for maintaining the quality of design in Baldwin Oaks is found in the Declaration of Covenants, Conditions, and Restrictions (CCR) which are a part of the deed to every property in Baldwin Oaks. The intent of Covenant enforcement is to assure residents that the standards of design quality will be maintained. This, in turn, protects property values and enhances the Community's overall environment. Every Baldwin Oaks property owner received a copy of the Covenants prior to or at settlement. Since these Covenants "run with the land", they are binding on all owners. They should be periodically reviewed and fully understood. The Covenants establish the Architectural Control Committee (ACC).

II. PROCEDURES

A. What Changes must have ACC Approval?

Article V of the CCR explicitly states what changes must have ACC approval. Please read and become familiar with this particular section. An application is included with these materials.

It is important to understand that ACC approval is not limited to major alterations such as adding a room or deck to a house, but includes such items as changes in color and materials, etc. Approval is also required when an existing item is to be removed.

Each application is reviewed on an individual basis. There are no "automatic" approvals, unless provided for specifically in these Guidelines. A homeowner who wishes to construct a deck or other modification identical to one already approved by the ACC is still required to submit an application.

When in doubt as to whether a particular exterior modification requires approval, the homeowner should consult an ACC Member and obtain a response in writing. In the event that a modification is made without prior written approval, the ACC may require the modification to be altered or removed.

B. ACC Review Criteria

The ACC evaluates all submissions on the individual merits of the application. Besides evaluation of the particular design proposal this includes consideration of the characteristics of the house model and individual site, since what may be an acceptable design of an exterior in one instance may not be for another.

Design decisions made by the ACC in reviewing applications are not based on any individual's personal opinion or taste. Judgments of acceptable design are based on the following criteria which represent, in more specific terms, the general standards of the Covenants.

1. Validity of Concept. The basic idea must be sound and appropriate to its surroundings.
2. Design Compatibility. The proposed improvement must be compatible with the architectural characteristics of the applicant's house, adjacent houses and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details.
3. Impact on Neighbors. In some cases, concurrence of neighboring homeowners will be sought by the ACC.
4. Scale. The size (in three dimensions) of the proposed alteration should relate well to adjacent structures and surroundings. For example, a large addition to a small house may be inappropriate.
5. Color. Parts of the addition that are similar to the existing house (such as roof and trim) should be matching in color.
6. Materials. Continuity is established by use of the same compatible materials as were used in the original house. The options may be limited somewhat by the design and materials of the original house. For instance, horizontal siding on the original house should be reflected in an addition. On the other hand, an addition with wood siding may be compatible with a brick house.
7. Workmanship. Workmanship is another standard which is applied to all exterior alterations. The quality of work should be equal to or better than that of the surrounding area. Poor practices, besides causing the owner problems, can be visually objectionable to others. Poor workmanship can also create safety hazards.
8. Timing. Projects which remain uncompleted for long periods of time are visually objectionable and can be a nuisance and safety hazard to neighbors and the community. All applications must include estimated completion dates. If such time period is considered unreasonable, the ACC may disapprove the application. All work must be completed by the stated completion date unless an extension of time has been requested and approved in advance in writing by the ACC.

C. Amendments to the Architectural Guidelines

These Guidelines may be amended. Changes may involve clarification, substantive modification, or may reflect changing conditions or technology.

The ACC will conduct an annual evaluation (or otherwise as directed by the Board of Directors) of the Guidelines to determine if the amendments are required. Owners may also submit to the ACC requests for additions or changes to the Guidelines.

D. Applications

Under each of the following sections in this document, application content requirements are detailed. The application forms call for information helpful to the ACC, including any additional information which may be useful in determining the scope and detail of the proposal.

Under no conditions should an ACC application or approval be confused with a city building permit. The Homeowner must independently apply for building permits and conform with all governmental building codes. If a project is modified through the city approval process, the owner must submit an amended application to the ACC.

E. Site Plan

A site plan is required as part of many applications. A site plan is a scaled drawing of your lot (site) which shows exact dimensions of the property, adjacent properties if applicable and all improvements including those covered by the application. It is acceptable to utilize the house location survey provided to you when you settled on your home. Contour lines may be required where drainage is a consideration.

F. Review Procedures

All applications should be mailed to:

Baldwin Oaks HOA
Architectural Control Committee
Post Office Box 3062
Manassas, VA 20108-3062

Each application will be checked for complete information by the ACC, and an acknowledgment card will be sent by the ACC. If an acknowledgment card is not received within 14 days, please call the ACC chairman or Management Company for further information as to the application's status. The ACC will meet periodically to review applications. The approval or disapproval will be given and notice will be sent within 30 days of receipt. Applicants who provide insufficient information will be notified and required to submit complete applications prior to ACC review. A complete application will include all information required by the Guidelines (clear, concise drawings, explanation of style, or color, etc.) Under some circumstances, the signatures indicating awareness of the affected neighbors may be required.

The decision of the ACC will be sent by letter to the address on the application. An appeals procedure exists for those affected by an ACC decision -who feel that any of the following criteria were not met by the ACC when reviewing an application:

1. Proper procedures were followed during the administration and review process.
2. The ACC decision was not arbitrary, but had a rational basis for disapproval as shown in the ACC's response to the applicant

To initiate the appeals procedure, applicants must submit a written request to the Board of Directors for an appeal within 5 working days of receiving the ACC decision. Other affected residents must submit the same type of request. The Board of Directors will review these cases, inform the ACC of the appeal and its nature, may hold a hearing, and will respond to appeal within thirty (30) days of receipt. During the time of appeal, the Lot Owner is prohibited from taking any action with regard to the modification.

G. Enforcement Procedures

The Covenants require the ACC to ensure compliance by all Lot Owners with the architectural review standards. The following enforcement procedures have been adopted by the Board of Directors.

1. All violations will be confirmed by a site visit by the ACC.
2. The owner will be contacted as soon as possible in writing concerning the violation by the Management Company
3. The sources for reporting of violation will be as follows:
 - a. Concerned residents
 - b. Members of the Board of Directors
 - c. ACC observation during the normal course of ACC business.
4. If there is still no response after 15 days, a second notice will be sent by certified mail by the Management Company
5. After another 15 day period with no response, a notice will be sent (by certified mail) informing the resident of the time and place of a hearing before the Board of Directors on the case.
6. If the case is not resolved during the hearing, it will be turned over to the Association's Attorney for legal action.

III. STANDARDS

A. Fences

Only wood fences, 6' in height, will be considered, with the exception of lots with extreme grades, where a variation may be considered. Fences must enclose the entire rear of the homeowners lot. Fences may extend as far forward as one half the distance between the rear edge and front edge of the house and must follow the lot line exactly.

Fences should relate to the principal architectural feature of the house in design, location and the way in which it connects to the existing house.

Planting schemes can be integrated with all fencing to soften the visual impact. Front yard fences will not be allowed.

The tops of all fences should be maintained horizontal if practical. In cases of slopes, the top of the fence may be inclined at the same angle as the natural grade. The top of the fence should be aligned to maintain this constant angle of incline over the slope, presenting a straight line. The constant angle of incline should be maintained for as great a length as is feasible. The bottom of the fence should be no more than 6" to 12" above grade at any point depending on fence type. The bottom of vertical fence members may conform to ground contours to eliminate gaps. Vertical members should be plumb and generally not extend beyond the uppermost horizontal portion of the fence except in "stockade" fences.

Gates should be compatible to fencing in design, material, height, and color.

Chain link, split rail and picket fencing will not be approved.

Fencing which is finished on one side only must be constructed with the finished side facing out.

1. Materials and colors.

Fencing should be compatible with materials and colors in the applicant's house and the prevailing materials in adjacent houses. Continuity of texture and the scale of materials should be considered. Fences may be left to weather naturally. Normally only pressure treated wood materials shall be approved.

2. Summary principals.

Fencing should never visually compete with or dominate a house.

Fencing should respect all residents' enjoyment of the community common areas.

Planting should be considered an integral part of any fencing scheme.

3. Application contents.

Applications should include the following information:

- a. Fence style and material;
- b. Color of fence;
- c. Dimensions;
- d. Site plan which shows the relationship of the fence to adjacent houses and open spaces and to property lines. Most fencing involves boundary line considerations to some degree. Therefore, applications must show exact relationship with property lines;
- e. Architectural style and color of house;
- f. Types and colors of fences in the immediate area;
- g. Landscaping plans to complement and/or screen the fence; and
- h. Estimated start date and estimated completion date in terms of days after start.

B. Storage Sheds

Storage sheds will be considered. Applications will be reviewed by the ACC. Exterior will be compatible with the color and finish of existing structure. Shed size will be compatible with lot dimensions and visually unobtrusive.

1. Application contents.

Applications should include the following information:

- a. Shed style and material;
- b. Color of shed;
- c. Dimensions;
- d. Site plan which shows the relationship of the shed to adjacent houses and open spaces and to property lines;
- e. Architectural style and color of house;
- f. Landscaping plans to complement and/or screen the shed;
- g. Estimated start date and estimate completion date in terms of days after start.

C. Detached Greenhouses

Detached greenhouses will be considered depending on color, size and lot dimensions.

1. Application contents.

Applications should include the following information:

- a. Greenhouse style and material;
- b. Color of greenhouse;
- c. Dimensions;
- d. Site plan which shows the relationship of the greenhouse to adjacent houses and open spaces and to property lines;
- e. Architectural style and color of house;
- f. Landscaping plans to complement and/or screen the greenhouse;
- g. Estimated start date and estimate completion date in terms of days after start.

D. Patios and Decks

1. Patio and deck location.

Applicants should review fence design criteria with respect to visibility, privacy, and materials for patios and decks.

Patios and decks shall be located in rear yards.

When patio or deck schemes includes other exterior changes, such as fencing, lights, plantings, etc., other appropriate sections of these Guidelines should be consulted prior to application.

2. Under deck storage.

Raised decks include an under deck area which has a visual impact on neighbors in the surrounding area. When using an under deck area for storage, the impact on neighbors should be kept in mind. Special under deck screening, skirting, or landscaping may be required to hide stored items from view. This area shall not appear as a storage area.

3. Materials and color.

Materials should have natural weathering qualities as do brick, wood, and stone.

Wood in decks should generally be treated with clear stain or varnish. Certain kinds of wood such as redwood, cedar, and pressure treated pine may be left to weather naturally. Any deviance from clear stained or naturally weathering wood shall be indicated on the ACC application.

4. Drainage.

If changes in grade or other conditions affecting drainage are anticipated, they must be indicated in the application. Generally, approval will be denied if adjoining properties are adversely affected by changes in drainage. In all cases in which a patio is contemplated, serious consideration should be given to making ground level patio surfaces of porous material or to provide mulched beds to offset additional impervious decks or patio area.

5. Application contents for ground level patios and decks.

An application is required for all patios and decks. Applications should include the following information:

- a. Site plan showing the size of the patio or deck and location as it relates to the applicant's house, adjacent houses, and property lines;
- b. Description of materials, color, grading and drainage changes; and;
- c. Estimated completion date;

See other sections of the Guidelines for additional information required relative to other elements to be included in the patio application, such as fencing.

6. Application-contents for elevated decks.

An application is required for all elevated decks. Applications should include the following information:

- a. Drawings showing the size and style of the deck, details of railings and stairs, benches, etc;
- b. Site plan showing the relationship of the deck to the house, lot and adjacent properties;
- c. A description of materials to be used;
- d. Color of the deck. State if the color of the deck matches the color of the house or the trim. If deck does not match house or trim, specify color of house, trim, and proposed deck

- e. Dimensions of railings, posts, stairs, steps, benches, and other details as required to clearly describe proposal. Include height of deck off the ground. All decks must conform with city and state requirements at time of submission of building permit request to the city,
- f. If other homes have decks which can be viewed at the same time as the proposed deck, provide photographs which depict these existing decks;
- g. Details of changes to windows and doors, if applicable; and
- h. For all raised decks (above 4' off the ground), the ACC strongly recommends use of 6" x 6" vertical deck supports and landscaping for those supports. Indicate whether or not under deck area will be used for storage. If so, a landscaping or screening plan should be submitted

E. Sun Control Devices

Sun control devices will be prohibited in the front of houses or as otherwise visible from the street.

Sun control devices in the rear of houses should be compatible with the architectural character of the house in terms of style, color, and materials.

Awnings should be of a straightforward design without decorative embellishments such as scallops, fringes, and contrasting colored stitches.

Awnings and trellises should be consistent with the visual scale of the house to which they are attached,

1. Location.

The location of any awning or trellis should not adversely affect views, light, winter sun or natural ventilation of adjacent properties.

2. Materials and colors.

Solid colors should be used rather than stripes or patterns.

Trellis work should match the trim or dominant color of the applicant's house.

Pipe frames for canvas awnings should be painted to match trim or dominant color of the house. If awnings are removed for winter storage, frames must be removed. Corrugated fiberglass awnings will not be allowed.

3. Application Contents.

Application to ACC should include:

- a. Site plan showing location of trellis and/or awnings;
- b. Sketch and/or photograph of house;
- c. Sketch, photograph, or manufacturers product identification of proposed sun control device including dimensions, construction details showing how the awning or trellis will be attached to the house, materials and color. In the case of fabric awnings, samples of material and color should be included; and
- d. Estimated completion date.

F. Storm and Screen Doors and Windows

Storm or screen doors should be consistent with style of home and painted the same color as trim, siding, and existing storm windows. Also, black, brown, or white are acceptable. Consideration will depend upon the design of the particular door and its relationship to the design of the house and adjacent houses. Any deviation must be approved by the ACC and proper maintenance is required.

Application contents for deviation from above:

An application is needed for installation of any storm and screen doors or windows. The application to the ACC should include:

- a. Drawing and/or photograph of proposed doors;
- b. Color indication of the screen/storm door or window and the existing door or window;
- c. Location of doors or windows (i.e., front, rear, etc.); and
- d. Estimated date of installation.

G. Recreation and Play Equipment

Location and size

Such equipment may be placed only in rear or side yards and must be properly maintained.

H. Swimming Pools and Water Areas

In general only in-ground swimming pools will be considered. Above ground pools (defined as pools with steel walls, and not wading pools) are discouraged and will only be considered if all off-site visual impact is mitigated. Pools for swimming must be located in rear of the house.

Application contents

- a. A site plan showing location and dimensions of the pool other related equipment, fences, etc., in relation to the applicant's house, property lines and adjacent dwellings;
- b. Detailed drawings and plans of the pool deck area, lighting arrangements, walkways, fences, etc. and pertinent information concerning water supply system, drainage, and water disposal;
- c. Planting plan for exterior of fencing; and
- d. Estimated completion date.

Fencing: A fence 6' high and compatible with the design style of the house may be required to enclose a swimming pool and related pool equipment. Approval of the fence is contingent upon completion of the pool and must meet the fencing criteria of these Guidelines, especially with respect to property line boundaries and landscaping.

I. Major Alterations

Major alterations are generally considered to be those which substantially alter the existing structure either by subtraction and/or addition. However, other site changes such as driveway modifications are also included.

The design of major alterations should be compatible in scale, materials, and color with the applicant's house and adjacent houses.

The location of major alterations should not impair the views or amount of sunlight or natural ventilation on adjacent properties. Pitched roofs must match the existing slope of the roof on the applicant's house.

New windows and doors of any addition should match the type used in the applicant's house and should be located in a manner which will relate well to the location of exterior openings in the existing house and adjacent houses.

If changes in grade or other conditions affecting drainage are anticipated, they must be indicated in the application. Generally, approval will be denied if adjacent properties are adversely affected by changes in drainage.

Construction materials should be stored so that impact on views of neighboring properties is minimized. Excess material should be immediately removed after completion of construction.

No debris may be allowed to accumulate during construction.

Attached greenhouses will be reviewed as major alterations.

1. Major building alterations.

Major building alterations include, but are not limited to; construction of driveways, garages, carports, porches, rooms, fireplaces, other additions to home, etc.

The proposed structure must be compatible with the original structure and relate to the existing Lot size.

2. Application contents.

A completed application requires the following information:

- a. Site plan showing location of proposed structure and relationship to property lines and adjacent houses;
- b. Detailed drawings and plans including exterior elevations and dimensions;
- c. Description of materials including type of siding on dwelling and proposed structure, color of proposed structure and trim, exterior lighting arrangements, etc.;
- d. It is suggested that the final application be a duplicate of those documents which are to be submitted to the City of Manassas as for a building permit, and should also include colors, materials and drawings or photographs as required, to illustrate the relationship of the alteration to the applicant's house and adjacent houses, where necessary
- e. Landscape plans; and
- f. Estimated completion date.

J. Antennas

Exterior antennas will not be approved. Interior alternatives are encouraged.

K. Chimneys and Metal Flues

Chimneys should be of the same type that were offered as builder options (i.e., enclosed in aluminum siding to match existing siding). Metal flues which penetrate the roof may require painting to match the roof

Application contents

A completed application requires the following information:

- a. Site plan showing the relationship of chimney/metal flue to the house, property line and adjacent neighbors;
- b. Picture and/or detailed drawing of chimney/metal flue to include dimensions;
- c. Color style of house. If chimney was builder option, state how chimney differs from builder option;
- d. Description of materials being used to construct chimney. If brick is being used and there is brick already on the house, then the brick colors must match exactly; and
- e. Estimated completion date.

L. Dog Houses and Runs

Dog houses should be visually unobtrusive and properly maintained.

Application contents

A completed application requires the following information:

- a. Site plan showing the relationship of dog house/run to applicant's house, property line, and adjacent neighbors;
- b. Picture and/or detailed drawing of dog house/run to include dimensions;
- c. Description of materials to be used and color of house and dog house;
- d. Architectural style of owner's house;
- e. Landscape plans to complement and/or screen the dog house/run; and
- f. Estimated completion date.

M. Exterior Decorative Objects

Exterior decorative objects include, but are not limited to, such representative items as bird baths, wagon wheels, sculptures, fountains, pools, stumps, driftwood piles, free standing poles of all types, and items attached to approved structures. Objects must be visually unobtrusive and properly maintained. Consideration must be made toward size and impact on neighbors.

N. Exterior Lighting

No exterior lighting shall be directed outside the applicant's property. Light fixtures which are proposed in place of the original fixtures should be compatible in style and scale with the applicants house.

Seasonal holiday lights must be removed within 30 days after the holiday.

O. Exterior Painting

Repainting or staining a specific object to match its original color does not require an application. Color changes apply not only to the house siding, but also to the doors, shutters, trim, roofing, and other appurtenant structures. Applications for change of exterior color should relate to the colors of the houses in the immediate area.

Application contents

A completed application requires the following information:

- a. List of all exterior colors on the house;
- b. A color sample of the new color to be used;
- c. Identification of what is to be painted;
- d. Estimated completion date;

P. Flagpoles

Permanent flagpoles should be of a height, color, and location which is appropriate for the size of the property and background. Permanent free standing flagpoles must be installed and maintained in a vertical position.

Homeowners wishing temporary flagpole staffs which do not exceed six feet in length and are attached at an incline to the front wall or pillar of the house need not have an application.

Application contents for free standing poles

A completed application requires the following information:

- a. Site plan showing the relationship of the pole to the house, property line and adjacent neighbors;
- b. Picture and/or detailed drawing of the pole to include dimensions;
- c. Description of material and color of flagpole; and
- d. Estimated completion date;

Q. House Numbers

House numbers should be legible but should be of a size which is appropriate for the applicant's house. The following finishes do not need approval: black; brass; natural wood.

R. Door Hardware

New front door hardware should match the existing material, in style and finish. Door knockers should be of standard type.

S. Permanent grills

Permanent grills must be approved by the ACC. They must be placed in the rear of the house and may not be located within 10 feet of the side and rear property lines.

Application contents

A completed application requires the following information:

- a. Site plan showing the relationship of the grill to the house, property line and adjacent neighbors;
- b. Picture and/or detailed drawing of grill to include dimensions and materials used; and
- c. Estimated completion date;

NOTE: Portable grills do not require an application, but should be stored in the rear yard or otherwise out of sight.

T. Sidewalks and Pathways

Stone or brick pathways or sidewalks should be set back at least 4' from the property line and be installed flush to the ground.

Application contents

A completed application requires the following information:

- a. Site plan showing the exact location of pathway or sidewalk;
- b. Materials to be used, including color. If using brick, type should blend with that on the house (if any);
- c. Method of installation plus a description of grading changes required, if any, and the resulting impact on neighbors; and
- d. Estimated completion date;

U. Exterior unit air conditioners

Air conditioning units extending from windows will not be approved.

Exterior units may be added or relocated only when they do not interfere visually with neighbors. Exterior units shall be oriented so as not to discharge hot air or result in transmittal of excess noise onto neighbor's property.

V. Attic ventilators

Attic ventilators and turbines, mounted on rear portion of roof are encouraged but must match the siding or trim on the house if mounted on a gable end or may require paint to match the roof if placed on the roof. Roof location shall be on the least visible side of the ridge pole.

W. Clotheslines

Exterior clothes hanging devices are not permitted on any Lot.

X. Gutters and downspouts

Gutters and downspouts should match those existing in color and design and must not adversely affect drainage on adjacent properties.

Y. Mailboxes

Mailboxes are a functional necessity. Since they are usually in a very visual location, they should be straightforward, in design and be mounted on simple posts. They should be maintained as originally installed. Colors other than black or natural wood tone need approval of the ACC.

Application contents

A completed application requires the following information:

- a. Mailbox style and materials;
- b. Color of mailbox;
- c. Dimensions;
- d. Site plan which shows the relationship of the mailbox to adjacent houses and open spaces to the property lines;
- e. Architectural style and color of house;
- f. Landscaping plans to complement the mailbox;
- g. Estimated start date and estimated completion date in terms of days after start.

Z. Trash cans

Trash cans must be stored out of sight. This can be accomplished by storing them in garages, basements, etc., or by using appropriate exterior screening, fencing, or landscaping.

AA. Firewood

Firewood shall be kept neatly stacked and shall be located to the rear or side of the residence and located in such a manner as to minimize visual impact. Firewood shall not be stored on common areas.

BB. Real estate sales/rentals signs

Real estate signs must meet City regulations with respect to size, content and removal.

CC. Landscaping and Vegetable Gardens

1. Location

Care should be exercised in the planting and maintenance of trees and shrubs to prevent obstruction of sight lines required for vehicular traffic.

The views of neighboring units and shade patterns of larger trees should always be considered.

2. Scale

Care should be exercised in selecting plant materials which upon maturity will be of an appropriate size in height and breadth for its intended use and location. Mature size, both in height and diameter, should always be considered especially when planting close to walkways and houses.

Consideration should be given to the effect which planting will have on views from neighboring houses and property.

Planting should be clustered rather than widely spread. Massing, the three dimensional appearance of planting, may be improved by augmenting trees and taller shrubs with low spreading shrubs and/or ground cover.

All gardens must be neatly maintained throughout the growing season; this includes removal of all unused stakes, trellises, and dead growth.

An application is not required for foundation planting, trees, or single plantings; however, an application is required for hedges more than 2' in height or other features which, in effect, become structures, fences or screens and as part of other applications where required.

Applications should include a description of the type and size of shrubs to be planted and a site plan showing the relationship of plantings to the house and adjacent dwellings.

An application is required for building retaining walls over one foot (1')/twelve (12") inches high. Include a site plan with the location of the retaining wall drawn in, and information on landscaping plans and any grading changes.

3. Rock Gardens

Written approval is necessary for rock gardens in the event rock collections or rocks exceed 24" in any direction. All rocks shall be left in their natural color.

The proposed structure must be compatible with the original structure and relate to the existing Lot size.

4. Vegetable gardens

An application must be submitted. for any vegetable garden which does not meet the following conditions:

The proposed structure must be compatible with the original structure and relate to the existing Lot size.

- a. It is located between the rear line of the house and the rear property line;
- b. Its size does not exceed 1/4 of the area described in (a).
- c. It is not planted on a grade exceeding a ratio of 5' to 100'.
- d. It does not damage property below it through the flow of water onto lower property.

DD. Exterior Storage

Generally speaking, no open air storage will be allowed. Every effort should be made to utilize garages, sheds, and basements for storing construction materials, lawn equipment, camper additions (such as caps), and

other non-permanent items.

EE. Maintenance Guidelines

1. Exterior Appearance

Residents are responsible for maintaining the exterior of their dwellings and other structures on their lots, such as decks, fences, sheds, and playground type of equipment.

The following cases represent some of the conditions which would be considered a violation of the Covenants:

- a. Peeling paint on exterior trim.
- b. Dented mailboxes, or mailboxes and/or posts in need of repair or repainting.
- c. Playground equipment which is either broken or need of repainting.
- d. Fences with either broken or missing parts.
- e. Grass untrimmed around fence posts.
- f. Decks with missing or broken railings or parts, or parts in need of restaining.
- g. Foundations in need of repainting.

2. Mowing

Turf areas need to be mowed at regular intervals, as to not exceed a maximum height of eight (8") inches.

3. Erosion control

Each resident is responsible for seeing that his lot area is protected from erosion and that storm drain structures are not blocked so as to cause additional erosion problems which will silt up ponds and stream valleys.

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Driveways	13	Sidewalks	16
Elevated Decks	8	Staining	15
Enforcement	5	Storage	8,19
Erosion	20	Storage Sheds	7
Exterior Decorative Objects	15	Storm Doors	11
Fences	6	Storm Windows	11
Fireplaces	13	Stumps	15
Firewood	18	Sun Control Devices	10
Flagpoles	15	Swimming Pools	12
Fountains	15	Trash Cans	18
Gardens	19	Trellises	10,19
Grade	6,9,12,19	Under deck Storage	8
Grass	20	Vegetable Gardens	19
Greenhouses	8,13	Wagon Wheels	15
Gutters	17		

These Standard and Guidelines proposed by the Architectural Control Committee and revised by the Covenants Committee ¹are hereby approved and adopted by the Board of Directors of Baldwin Oaks Homeowners' Association this 18th of December 1997.

THE BOARD OF DIRECTORS
BALDWIN OAKS HOMEOWNERS' ASSOCIATION

By: Kristine Vahey
Kristine Vahey, President

By: Russell Jones
Russell Jones, Vice President

Not for resale use

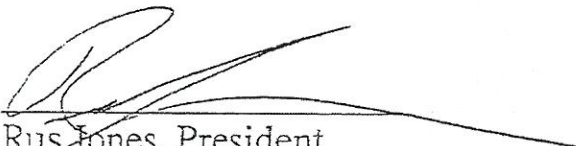
AMENDMENT #1
BALDWIN OAKS HOMEOWNERS ASSOCIATION
RESOLUTION 3
ARCHITECTURAL GUIDELINES AND STANDARDS
REVISED DECEMBER 1997

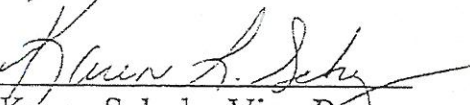
The following is to be amended as of 6/18/98:

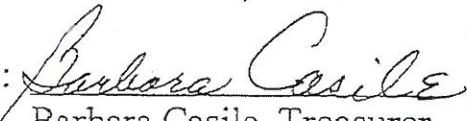
III. STANDARDS, SECTION A. FENCES

The first sentence is to read as follows: Only natural wood or white vinyl 4-6 foot fences in height, will be considered, with the exception of lots with extreme grades, where a variation may be considered.

This amendment to the Standards and Guidelines is hereby approved and adopted by the Board of Directors of Baldwin Oaks HOA the 18th day of June, 1998.

By: 
Rus Jones, President

By: 
Karen Schulz, Vice Pres.

By: 
Barbara Casile, Treasurer

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ARCHITECTURAL REVIEW APPLICATION

Applications, drawings, plats, pictures, etc., must be submitted in duplicate. Upon Architectural Control Committee action, one copy of all materials submitted will be returned the applicant.

Drawings must be to scale.

Provide all dimensions, including height, roof slope, etc. in new construction.

Certified plats will be required for new construction, including additions to a present structure, new structures on the lot, fences, etc. Area of proposed construction must be indicated on the plat. Plats are not required for paint changes, storm windows, or other such modifications.

Provide a list of all materials to be used in the proposed construction.

Present colors and any proposed colors must be indicated. Applications for colors which are not the original color must be accompanied by actual color samples, not photos of colors.

Photographs of existing conditions are helpful to the Architectural Control Committee for determining approval of exterior modifications.

Changes ill grade or other conditions that will affect drainage must be indicated. Applications may be disapproved if adjoining properties are adversely affected by drainage change.

Concurrence of adjoining lot owners may be sought by the Architectural Control Committee under certain circumstances.

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Baldwin Oaks Homeowners Association
ARCHITECTURAL REVIEW APPLICATION FOR MODIFICATIONS

Instructions:

- Applications, drawings, plats, pictures, etc. must be submitted to the Management Office. The application will be returned to the homeowner with approval or requests for additional information.
- Drawings must be to scale and include all dimensions including height, width, roof slope, etc.
- Certified plats are required for new construction, including additions to a present structure, fences, sheds, etc. The area of new construction must be indicated on the plat. Plats are not required for paint changes, storm windows, or other such modifications.
- Attach a list of materials to be used in the modification.
- Present and proposed colors must be indicated. Applications for color changes must be accompanied by actual color samples.
- Photographs of existing conditions will be very helpful in the approval process.
- Changes in lot grade or other conditions that will affect drainage must be indicated. Applications may be disapproved if adjoining properties are adversely affected by drainage changes.
- Concurrence of adjoining property owners may be sought under certain circumstances.

Date: _____ Name: _____

Address: _____

House Model: _____

Proposed Start Date: _____ Estimated Completion Date: _____

Description of Modification: _____

This Application is valid for one year after the date of approval, after which re-application is required.

I agree to comply with the Declaration of Covenants, Conditions and Restrictions, and local building codes in making the above improvement. Permission is hereby granted for Baldwin Oaks Homeowners Association agents to enter on my property to make reasonable inspection of requested improvement location(s).

Homeowners signature: _____

(do not write below this line, for office use only)

Date Received: _____ Received By: _____

Remarks: _____

Approved Disapproved Additional Info BOHOA Signature: _____