
Washingtonian Woods Homeowners Association

Architectural Guidelines
for Homes and Property

March 10, 2015

Washingtonian Woods Architectural Guidelines — Updated March 10, 2015

We all signed bylaws intended to protect the architectural character of our wonderful neighborhood when we purchased our homes. But they are written in legalese and embedded deep in a sizable document.*

That's why this easy-to-read reference has been created — to help you navigate your proposed architectural changes. Along with some changes to the application itself, it will simplify the change process.

Why now? Times have changed, as have materials and styles. Our goal as a Committee — a group of residents just like you — is to maintain a similar level of quality and style among each of the four home styles, while allowing for a certain amount of diversity to avoid “cookie cutter” syndrome.

What about *them*? This is a “going forward” document, meaning the approvals your neighbors received, or changes that *didn't get approval at all*, are not precedents. Each application is reviewed on its own merits.

Each change requires a form. All replacements, upgrades and additions must be formally considered by the HOA Board of Directors. An Architectural Change Application is required for each. Please note that changes outside of these guidelines will be considered.

Inspections. Our management company, PMP, and HOA Architectural Committee members will do regular inspections. Letters will be sent to those who are not following these guidelines. This is not new, but important for you to know.

When it doubt, check it out

with our property management company, PMP at: **(301) 963-3337**.

Thank you for maintaining a well-cared-for home.

— *The Washingtonian Woods Architectural Committee*

*For complete/original architectural guidelines, please revisit the following sections of the Association's Declaration of Covenants: "Article VI: Architectural Control" & "Article VII: Use Restrictions."

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BUILDERS OF WASHINGTONIAN WOODS

Alfandre	Driscoll Way Midsummer Drive Flameleaf Court Midsummer Circle Midsummer Court Upshire Circle
Alfandre Village	400 block of Upshire Circle
Centex	100 and 200 blocks of Argosy Drive Driscoll Court Englefield Drive Leatherleaf Court Marsh Lane Midsummer Drive
Christopher	Argosy Circle 300 block of Argosy Drive several homes on the 200 block of Midsummer Drive

If you are unsure of the builder of your home, contact **PMP at 301-963-3337**.

Original elevations and layouts from each builder are posted on the Washingtonian Woods web site (www.washwoods.org)

GARAGE DOORS

Installation and/or changes to any garage door must receive prior approval from the HOA Board.

REPLACEMENT

While a garage door may seem like a functional, simple decision, please consider that garage doors visually represent roughly 30% of the face of your home.

Each builder had a garage door style in mind when building the house. As such, garage door changes will be considered on a case-by-case basis. Approvals include, but are not limited to, the style, color and material of the door(s):

Garage doors should be compatible with, and closely retain the character of the original construction of the home. They must also “work well” with adjoining houses and the neighborhood setting.

Compatibility is defined as similarity in architectural style, quality and workmanship, similar use of materials, color, construction and quality.

As for color, garage doors should match the color of trim — both around garage door and the rest of the home.

MAINTENANCE

Garage doors and trim should remain free of rot and peeling paint.

GARAGE DOOR WINDOWS

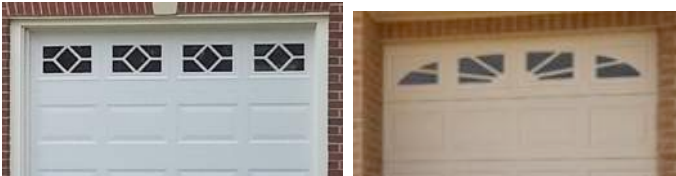
Windows, where applicable, should be glass, and should not be mirrored, tinted, painted, or covered in any way.

Simplicity is encouraged. Ornamental grids and hardware are discouraged. For example:

YES:



NO:



PANELS & WINDOW CONFIGURATION

Based on builder, some homes should use raised panels; some recessed or flush.

Regarding windows, the number of windows should match the number of panels beneath the windows.

Alfandre Village: • windows • recessed panels

Alfandre: • no windows • recessed or flush panels

Christopher: • windows or no windows • recessed panels

Centex: • windows • raised panels

Centex (Canfield Hill): • windows • recessed panels

RECESSED PANELS



RAISED PANELS



FLUSH:



Please note: panels should not be “cut off” by the curve of a garage door opening, as shown here:



PHOTOS OR BROCHURE OF EXACT DOOR REPLACEMENT ARE REQUIRED. In many cases, garage door companies can provide a photographic rendering of your home with the new door superimposed.

ROOFING

Installation and/or changes to roofs (and flashing) must receive prior approval from the HOA Board.

The roof of any home should be repaired or replaced with materials, substantially identical in construction, shingle type, quality, texture and color as the material utilized in the original construction of the home.

Centex and Christopher models — shall use like and kind materials to existing roof, and shall choose a color and style that complements the style of your home. If you have a metal roof on a bay window bump out, you are expected to replace with the same material. Metal, incidentally, is among the “greenest” roofing options available, and while it costs a bit more than asphalt, it is significantly more durable, lasts longer and is more energy efficient than asphalt. Its’ return-on-investment, over time, out performs other products.

In terms of maintenance, homeowners are expected to resolve moss growth, algae stains (those black streaks on asphalt) that detract from the visual appeal (and resale) of the home, and those nearby. Any damaged or missing shingles must promptly be replaced.

Alfandre models — are encouraged to retain cedar. We acknowledge that many homeowners prefer budget-friendly alternatives. Before you go this route, please understand the importance of cedar roofing as an architectural element on Alfandre homes. It defines them from other homes. It is what makes them special, and makes a quality statement that can retain the value of a home, as well as those that neighbor it.

That said, the Architectural Committee has worked with vendors on the pros and cons of cedar and its alternatives. We are happy to discuss your options with you. Solutions such as repairing and replacing your cedar in pieces as it ages, is one popular strategy.

To help you with your selection process, we have prepared the following recommendations:

Best: natural cedar

Better: synthetic cedar (i.e. DaVinci “Fancy Shake”)

Good: asphalt (call PMP for help choosing an approved material)

Should you decide NOT to use natural cedar, please keep the following guidelines in mind:

- Color must approximate weathered cedar.
- All roof surfaces of the home shall use the same material. This means that bump-out (dormer) roofs must match main roof.
- Cedar sidewalls cannot be replaced with asphalt or synthetic slate; will need to be sided with the material used on the face of the home (i.e. clapboard, aluminum).
- Shingles shall not appear “pixelated” — that is, each shingle shall be fairly uniform in color. Slight tonal gradations on individual shingles are okay.
- Shingles with orange or red tones will not be approved.
- Physical, tangible product samples of shingles and flashing must accompany all roofing change applications.
- Flashing shall match roof color, except on brick homes where it should approximate the color of the brick.

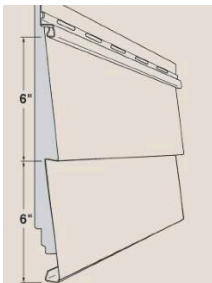
SIDING

Installation and/or changes to siding must receive prior approval from the HOA Board.

REPLACEMENT

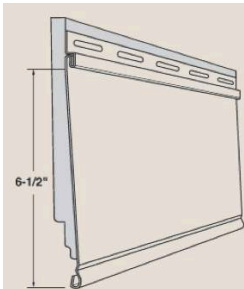
Please be sure seams are not visible or apparent.

Please provide a sample of the siding material with your Architectural Change Application, and use the siding style that corresponds to the original builder's design of home (see below):



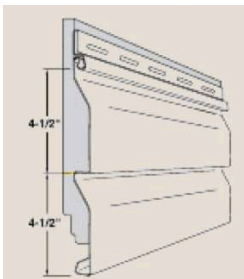
- **Alfandre Coventry Model** (“L-shaped”) and **Alfandre Village**: Clapboard

Clapboard 6”



- **All other Alfandre**: Beaded

Beaded 6.5”



- **Christopher** and **Centex**: Dutchlap

Dutchlap 4.5”

MAINTENANCE

Siding shall remain free of fading, streaking, decay, and rot. Siding boards that are rotting shall be repaired or replaced.

The appearance of mold and/or algae shall be addressed immediately. Siding that is streaked or faded shall be cleaned, painted or replaced.

FRONT DOOR/STORM DOOR

Installation and/or changes to doors must receive prior approval of the HOA Board.

Front Doors are to be in keeping with home style. Paint/color changes should be approved by the Homeowner's Association.

Front storm doors are to be full-view (no obstructing bars, grids or leaded design; see visual). Paint changes should be approved by the HOA Board and should match the *exact* color of the front door or the house trim. If etched treatment is desired, design must be approved by the HOA Board.



WINDOWS

Installation and/or changes to windows must receive prior approval of the HOA Board.

Grids (external or embedded between the panes) are to be used when installing new windows, as per the original design of the home. Window frame color should match those on the rest of the home. (See “Trim,” above, for color specifications.)

Windows that are “fogged” should be repaired or replaced.

Acceptable interior window furnishings and coverings must be used. Bed linens, tarps, pillows, plastic sheeting, cardboard, etc. are unacceptable (as referenced in the Covenants in Section 7(s)).

Attached window flower boxes and awnings require HOA Board approval, as do any permanent fixtures to the outside of your home.

SHUTTERS

Changes to shutters must receive prior approval from the HOA Board.

Shutters should be maintained and replaced if broken or missing.

They should be paneled, not louvered, and should measure to be the full height of the window.

They should be painted and exactly match one another in color and style. Paint color must be approved by the HOA Board.

Shutters may not feature cut-outs or decorative carvings.

Both working shutters on hinges and stationary shutters are acceptable. If using hardware, it, too, must be approved by the Board.

TRIM

Changes to trim must receive prior approval from the HOA Board.

Window trim/wrap/capping should be neutral in color: white or almond depending on your style home. (Please consult PMP at 301-694-6900 for name of builder.) All exterior trim should match in style and color. This includes: door frame, garage trim, eaves, soffits, rakes. Gutters, for this purpose, are considered trim.

GUTTERS

Installation and/or changes to gutters must receive prior approval from the HOA Board.

Gutters and downspouts are required. They should be copper, steel or aluminum. Metal gutters and downspouts should be painted to match the roof trim, except for copper, which should be left to age naturally.

Gutters should be properly maintained; replaced/repared when damaged or bent.

FRONT PORCHES

Installation and/or changes to porches must receive prior approval from the HOA Board.

Regardless of the style of front porch (uncovered, portico, front entry, farmer's, covered, wrap-around), all trim, stone, rails, and other materials should be free of rust, chipped stone, loose stones or bricks, cracked concrete, peeling paint, wood rot, stains (to concrete or stone), significant weed break-through, or other visible damage.

Porch railings should be a single material. Deck floors should be wood or composite simulated wood.

In the case where porches are large enough to hold planters, furniture, rugs, or other accessories, those accessories are subject to the same guidelines for maintenance and upkeep. They should be consistent in style, color, and appearance with each other, the rest of the property, and not incongruous with surrounding properties. Personal items, such as toys, recycling bins, play structures, landscaping equipment, strollers, should be removed and placed indoors overnight. (Garden hoses may be kept in enclosed or covered boxes that are adjacent to the primary outdoor water source if it is on or near the deck.) Please see Section 7 (o) and (q) and (u) and (v) of the Covenants for details.

In the cases of uncovered porches or porticos (Centex, Christopher, some Alfandre models), porch foundations should be replaced with materials "like and kind" to original, or of the same or compatible, complementary material as the brick façade of the home, and/or the walkway leading up to it.

The HOA Board strongly encourages the use earth-tone materials, natural materials, or synthetic materials that approximate natural color (browns, rusts, grays, browns). Any metal or wooden rails should be painted black or white.

In the cases of covered porches (Alfandre), all railings and posts should be maintained and use the same color as the property's

predominant trim. Porch foundations should be replaced with red/rust brick materials — like the original materials, and should be compatible with any other brick used in or around the walkway and driveway.

Brick or concrete porches may not be painted.

Updates that expand of the original footprint are discouraged.

Adding porch walls, railings or ramps not included in original home design are discouraged, except in the cases of need for accessibility.

MAILBOXES, POST & ADDRESS NUMBERS

Installation and/or changes to mailboxes and mailbox posts must receive prior approval from the HOA Board.

All homeowners are required to have a mailbox that conforms to US Postal Service regulations and posted address numbers both at the mailbox and on the house in order for letter carriers and emergency responders to easily identify each house number. Mailboxes and house number plaques need to be well-maintained.

In general, the mailbox should be metal and the post should be wood or high-quality wood composite material. Plastic mailboxes and posts or “all-in-one post and mailboxes” (i.e. Rubbermaid) will not be approved. The mailbox should be the Standard or Large, as defined by the US Postal Service Regulations. Jumbo-sized mailboxes will not be approved.

When maintaining or replacing mailboxes and posts, please:

1. Ensure the mailbox is free of damage and wear and tear and that the post is fully upright and sturdy.
2. If you choose to display the house number on the box and/or post, use 3” to 5” die-cut sized numbers (preferably metal). Under no circumstances are adhesive stick-on or plastic numbers acceptable.
3. Mailbox adornments are discouraged, but if used must be properly maintained in appearance and cannot represent any trademarked logos or commercial representation. Further, the adornment cannot disparage any individual or group.
4. If flowers or plants are planted around the mailbox, they must be natural (not artificial) and be properly maintained and not obstruct the view/access of the mailbox and or house number.

Mailbox and Posts:

The following colors for mailboxes and posts are recommended:

Centex, Christopher Homes: Post shall be natural wood color. If the house trim is white, the post may be painted white or be natural wood color.

Alfandre: Posts may be painted white if house or house trim is white. Mailbox may be white if post is white.

DRIVEWAYS

Changes to driveways must receive prior approval from the HOA Board.

Driveways should be replaced and/or repaired with the same material used in the original construction. The two materials used in Washingtonian Woods are concrete and asphalt.

Driveways should be maintained to preserve structural and visual integrity. This means:

- cleaning to remove grease, paint, rust stains, etc.
- repairing cracks, displacement (lifting or sinking) due to settling or erosion, or other damage
- removing grass or other plants growing through cracks or expansion joints

Asphalt driveways may be resurfaced using a black sealer/coating. Coating is not to extend onto concrete sidewalks or driveway apron.

Brick or stone enhancements, such as edging, will be approved on a case-by-case basis by the Architectural Review Committee upon submission of an Architectural Change Application with design elevations and/or sample photographs.

FRONT WALKWAYS

Changes to front entrance walkways must receive prior approval from the HOA Board.

Front walkways are a key feature in establishing curb appeal. Please keep this in mind, as well as the style of your home, when making changes or upgrades to the approach to your home.

Front walks and stoops should be brick, stone or concrete. Wood may be used at rear entrances.

Renderings are required with your Architectural Change Application.

OUTDOOR LIGHT FIXTURES & LAMPPOSTS

Changes to outdoor lighting and lamp posts must receive prior approval from the HOA Board.

All light fixtures must be functioning and in good condition.

Outdoor lighting should illuminate soft white light.

Outdoor light fixtures should match the style of the home. Lampposts should either match the color of the trim or the light fixture.

Uplighting, spotlights or floodlights should not be directed outside of your lot. See Section 7(s) of the Covenants for details.

FENCES

Installation and/or changes to fences must receive prior approval from the HOA Board.

Fences should be constructed with pressure-treated wood in natural finish. Stain, if desired, must be approved. Vinyl is not approved for fences. Posts should be buried 3' in dirt or 2' in concrete, or follow Montgomery County code.

Fences should not extend forward of the rear building line. See page 16, subsection (s) in the Covenants.

No fence should be more than six feet (6') in height.

Gates should be the same material as fence.

Prior to digging, contact "Miss Utility" (1-800-257-7777). Carefully check your property lines. Obtain required County permits.

DECKS

Installation and/or changes to decks must receive prior approval from the HOA Board.

Decks are permitted in rear yard only (except in some cases where they are permitted to extend around the back corner of the home to provide access to an existing door).

Decks and accompanying features, such as pergolas/gazebos, should be made of pressure-treated wood or a similar synthetic wood.

Rail posts and caps of deck railing, risers, band boards, lattice and shade structures should be made of wood or vinyl and should match the predominate building trim color.

The undercroft of decks, when visible from the street and/or by neighbors, should be neat, and well-maintained.

SCREENED PORCHES

Installation and/or changes to screened porches must receive prior approval from the HOA Board.

Screened porches may be constructed in the rear yard only and may be built over decks or patios in accordance with existing guidelines governing the construction of any other home addition.

Screening must be grey, or black in color. Siding must exactly match existing siding, unless the home is brick, in which case the siding must match trim color. Siding must extend at least one-third of the way up the walls on all sides (with screening extending the rest of the way).

REAR PATIOS/HARDSCAPING

Installation and/or changes to patios and hardscaping must receive prior approval from the HOA Board.

Patios are permitted in rear yard only. Construction may be brick, slate, flagstone, poured concrete, or a combination of these materials.

Permanent **play structures** must be approved by the HOA Board.

LANDSCAPING

Changes to landscaping must receive prior approval from the HOA Board.

While landscaping can be very personal and subjective, plantings in the front of a home also have a profound effect on home values and the look and feel of the community at large. “Curb appeal” doesn’t just apply to each individual home – it is a neighborhood-wide aspiration, and, therefore, yards should be maintained to a high standard.

Lawns

Front lawns are a requirement. They should not be replaced with gravel, mulch, weeds, dirt, sand, switch grass, agricultural crops, or items other than grass. Lawns are to be mowed often enough to maintain a neat appearance.

Grass clippings are to be removed from bordering streets and sidewalks and from the homeowner’s driveway and lawn immediately upon completion of mowing. Trimming lawn edges along street gutters, sidewalks and driveways is required.

Dead grass patches are to be repaired as quickly as possible and weed infestations are to be remedied.

Trees

Removal of trees (no matter size, location or condition) must be approved by the Board and the City of Gaithersburg, except in the case of emergency removal due to extreme storm damage, etc.

NOTE: When planning to remove trees along a property line, it is required that the neighbors sharing the property line be consulted and sign the HOA application for the tree removal, as the removal may affect them as much as the tree’s owner.

Please remove dead or dying trees as soon as possible, after requesting appropriate approval.

All trees should be trimmed regularly to prevent overgrowth. Trees and branches shall not touch, lean or lie on a roof or gutter.

NOTE: Homeowners have the right to trim any parts of a neighbor's tree(s)/bush(es) that grow over the property line onto their property.

Trees and bushes should be trimmed to allow unobstructed passage along sidewalks. Please clear up to 8 feet off the ground.

If you are unsure of which trees belong to which property owner, please call PMP for clarifications.

Shrubs & Ornamental Plantings

Landscaping at the front of the house should be maintained to the highest possible standard. Plantings shall not encroach or cover first floor windows or the sightline of front porches. Plantings must maintain appropriate distance from exterior walls of the home, and may not overgrow the front stoop, walk, driveway and/or mailbox.

Dead and dying plants are to be removed as quickly as possible. Front gardens are to be kept substantially free of weeds or other unsightly "volunteer" plants.

All plants/planters placed around exterior of home shall be properly maintained or removed/replaced if in a state disrepair. Artificial flowers and foliage are not suitable in flowerbeds or around mailbox posts.

Garden Edging Materials

Garden edging materials, if used, are to be maintained to a high standard. Plastic edging that gets pushed up out of the ground, or otherwise displaced, should be repaired, replaced or removed. Stone work that collapses or is disrupted due to weather, tree roots or general decay, etc. must be repaired, replaced or removed.

Common Areas

Street gutters and sidewalks are to be maintained by the homeowner. This includes removal of grass clippings, yard waste, dog waste, newspapers, or other debris

Snow and ice must be cleared from sidewalks within 24 hours of the last snowfall. Failure to do so may result in a City of Gaithersburg fine.

ADDENDUM: Lawn Care

Another extremely important element of curb appeal, in addition to architectural look and upkeep, is lawn care and landscaping. A well maintained lawn and yard will greatly assist in the overall effort to maintain a beautiful and cohesive look for the neighborhood, and will help solidify Washingtonian Woods as one of the premier communities in Montgomery County.

This Addendum on lawn and yard care serves as a reference for best practices for keeping your home and surrounding property looking their best.

Lawn Care Maintenance Suggestions

Lawn Care and Maintenance is important to maintaining the manicured look of our neighborhood. The “look” of this neighborhood should create a sense of pride for every homeowner and ultimately increases home values and the desirability to live in Washingtonian Woods. With that in mind we have created this Addendum with suggestions to help you know how to appropriately care for and maintain your front and rear yards.

Mowing

Appropriate height grass should be maintained, do not cut your grass too short or allow it to grow too long. Both are damaging for your yard and make the job of maintaining the grass more difficult. Generally, mowing 1 time per week is recommended, however in the spring and early summer months (the high-growth season for grass) this could mean mowing more than once a week.

All clippings must be removed and appropriately disposed of. Clippings left on a lawn can actually damage your lawn.

Grass edging bordering the community sidewalks, front walks and driveways, etc. shall be maintained. Ideally, there should be a ½”-1” gap between grass and sidewalk, front walk or driveway to create manicured appearance. It is easy to use a weed-eater to maintain this uniform and neat edge.

Fertilizer, Pest Control and Mulch

Fertilizers and pesticides applied to the lawn are to be immediately removed from bordering streets, sidewalks and driveway. This prevents the contamination of our waterways as well as the shoes of passing walkers who may track the residue into their homes. This practice also will help pet walkers from encountering the applications.

Organic pest control is highly recommended (such as pulling of problem weeds before they get established) as a way to protect our children, pets, waterways and beneficial insects, such as pollinators like honey bees. If a chemical must be used, please choose the least toxic as possible and organic if at all possible.

Regular mulching is highly recommended to maintain a thickness of 2-3" of mulch to maintain the attractiveness of front gardens, as well as prevent the growth of weeds and the exposure of topsoil to erosion.

Quality mulch dark in color is recommended. Other forms of mulch (i.e. marble chips) or mulch red/orange in color are discouraged. Quince Orchard High School has an annual Mulch Sale that includes delivery directly to your home. This is an easy way to get one load of your needed mulch while supporting our community high school. Information on this fundraiser is posted on the Quince Orchard High School Booster Club website.

Shrubs and Ornamental Plant Care:

It is essential to the health of these types of plants that they be trimmed and pruned at the appropriate times of the year. Check with your garden store or supplier about ideal trimming times for each type of plant to maintain optimum health.

It is essential in order to protect the structure of your home that appropriate heights and distance between plants and your home be maintained. Further, plant beds need to be properly maintained with mulch and drained away from your foundation. Otherwise damage to your siding, gutters and unwanted pests (i.e. termites and others) can result.

Architectural Guideline Contributors

The HOA Board is grateful to the time, consideration and writing efforts of our neighbors who contributed to these Guidelines:

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