

## ARCHITECTURAL CONTROL ORDINANCE

---

### **INTRODUCTION**

Inverness is a cohesive community of two hundred fifty-five (255) living units developed in such a way that there is unity without crowding, economic land use, and a well preserved feeling of ample space because of clustering. The cul de sacs, the wooded commons, and the winding paths enhance the feeling of privacy while supporting the realization that there is a community amidst this wooded setting.

It is recognition of this concept, which is one of unit and not mindless conformity that will guide the Board of Directors in fulfilling the architectural control responsibilities under the Covenant (Article V). The Board also recognizes that there is a threshold beyond which the Community cannot go without affecting the individual's right to enjoy the reasonable privileges of ownership. On the other hand, the Board also recognizes it is equally important to realize that this is a Community in which the full and unconstrained reign of individual tastes impacts on the rights of others at an earlier stage than it does in other types of neighborhoods.

The Board and the Architectural Control Committee have made every effort to develop an equitable policy of architectural control for this Community which:

- a. establishes and maintains basic standards and regulations,
- b. preserves the right of the individual homeowner to reasonable unrestricted use of his property.
- c. preserves the basic aesthetic standards which are both explicit and implicit in the architectural design and the builder's rendition.
- d. prevents construction of additional structures which are out of harmony with the Community.

### **POLICY**

The Architectural Covenant imposes the legal requirement on the Association to approve or disapprove the construction of new structures, exterior additions, and changes or alterations to the present design before they may be started by a homeowner. In fulfilling

this legal obligation, the Board of Directors has delegated to the Architectural Control Committee the task of reviewing each application for approval. The Board has retained the duty to review appeals by individual homeowners from determinations of the Committee.

Once the Committee has taken action on an application, the Board will assume that they have acted correctly. Accordingly, the Board will only review appeals to assure that the Committee's decision is in accord with the Regulations and Standards. If the Committee has not acted correctly the decision will be overruled. Of course, homeowners are invited to petition the Board to amend, add or delete Regulations and Standards whenever such changes appear desirable.

Several policy matters should also be noted:

- (a) In the interest of the Community at large, the Committee will not give special consideration to opinions of immediate neighbors of applicants.
- (b) The approval of any application shall not preclude the subsequent adoption of more restrictive or liberal Regulations or Standards where deemed necessary to maintain or improve the overall architectural policy, provided that no such amendments shall affect any application approved prior to their adoption.
- (c) ANY HOMEOWNER MAKING A CHANGE WITHOUT FOLLOWING THE APPLICATION PROCEDURE MAY BE REQUESTED TO CHANGE OR REMOVE SAID WORK IF IT IS NOT SEEN AS MEETING THE REGULATIONS AND/OR STANDARDS OF THE COMMUNITY.

## **DEFINITIONS**

### Regulations

A regulation is an inflexible rule established by the Board of Directors or a matter of law intended to be applied, where appropriate, by the Architectural Control Committee. It is not intended to be interpreted or modified by the Committee. Because it is a fundamental element of policy and is unequivocally defined, only its applicability to a given case can be challenged by appeal to the Board. A homeowner may petition the Board for a change in Regulations before submitting a conflicting application.

## Standards

A standard is a rule of architectural policy which normally requires a degree of interpretation to determine appropriate application in individual cases. This interpretation is the responsibility of the Architectural Control Committee and it is the intention of the Board that the ruling of the Committee stands. The committee must consider each application individually to determine its acceptability as to harmony of external design and location in relation to surrounding structures and topography.

A standard serves as a guide to the homeowner by which he/she can develop a proposed modification consistent with the established design criteria. The Architectural Control Committee is responsible for assuring through its judgment that the standards are implemented in a manner consistent with the overall Colonial architectural concept of Inverness. Questions concerning application of Standards should generally be resolved in favor of the unrestricted use of the property by the homeowner.

## **THE ARCHITECTURAL CONTROL COMMITTEE (ACC), PURPOSE, OPERATION AND DUTIES**

### **I. Purpose of the Committee**

As more specifically set forth in Article V of the Declaration of Covenants, Conditions & Restrictions (Declaration) for the Inverness Association, Inc., the Board of Directors or an architectural committee appointed by the Board of Directors shall regulate the style, shape, height, materials and location of any building, fence, wall or other structure commenced, erected or maintained upon the properties within the Inverness community in such a manner to maintain a harmonious relationship among structures and the natural topography.

The ACC is not to judge the architectural soundness of any proposed change. The ACC relies on the appropriate governmental authorities to regulate the soundness of the construction and shall take no responsibility in this regard.

### **II. Operation of the Committee**

The ACC shall operate pursuant to the authority granted to it by the Declaration for the Association.

#### **A. Number of Members**

1. The Board of Directors will appoint an ACC comprised of an odd number of at least three (3) or more homeowners of the Association.
2. All ACC members are appointed by, and will serve at the pleasure of the Board.
3. If fewer than three (3) homeowners are willing to serve on the ACC or if the Board of Directors cannot secure a Chairperson who will attend the monthly Board meeting, then the Board will perform all functions and duties of the ACC.
4. A member of the Board of Directors shall be appointed as a non-voting liaison to the ACC.
5. The Board of Directors shall seek membership for the ACC in

writing from the community annually.

B. Duties

1. Review of Applications for Exterior Modification: During its scheduled meetings, the ACC is to review all properly completed and submitted "Request for Review Forms" to determine consistency with the Architectural Control Regulations and Standards (Regulations). The ACC is to approve or disapprove all applications.

a. All approved applications must be so noted in the meeting minutes and on the application and must be appropriately signed by the ACC Chairperson.

(1) Minor changes to an application that are deemed necessary by the ACC to bring the proposal into technical compliance with the Guidelines will be specified by the Committee at the time of approval and must be so noted in the meeting minutes and on the application.

b. If an application is rejected, the rejection must be so noted in the meeting minutes and on the application along with the reason(s) for the disapproval and the application must be appropriately signed by the ACC Chairperson.

2. The Committee or its agent will conduct a survey of the community quarterly for Compliance with ACC standards as stated in the Association Covenants and Restrictions, the Guidelines and these Rules. When feasible, a Board member will accompany the Committee on their inspection.

3. Upon completion of an approved ACC change, the Committee shall inspect the Property which has undergone improvements and shall notify the owner in writing of any inconsistency with the plan approved by the Committee.

C. Meetings: The ACC will meet at least once per calendar month, or as needed, but may meet as often as may be required to avoid the "automatic" (30 days) approval of applications as set forth in Article V of the Declaration for the Association.

- D. Quorum: A majority of voting ACC members must be present at an ACC meeting for a quorum to be reached and business to be conducted.
- E. Voting: The affirmative vote of a majority of the voting ACC members present at a meeting where a quorum is achieved is required to make any decision pursuant to the authority contained in this resolution.
- F. Removal of Members
1. A member of the ACC will be deemed to be automatically removed from the committee if, at any time, the member's assessments remain unpaid for a period exceeding thirty (30) days.
  2. An ACC member will automatically be removed from the committee for failure to attend three consecutive committee meetings or failure to attend four committee meetings, including any special purpose meetings, during any twelve (12) month period.
  3. An ACC member will be deemed to be automatically removed from the Committee if, at any time, the member is in violation of any Covenant or rule of the Association.
  4. A member of the Committee may be removed from the Committee for just cause at the sole discretion of the Board of Directors.
- G. Reporting
1. The ACC shall keep minutes of all meetings and shall provide a Summary to the Board of Directors at each monthly Board meeting.
  2. The Chairperson of the ACC, or the Chair's designee, shall attend all meetings of the Board of Directors and present an oral report of the Committee's activities during the preceding month.
  3. As noted in paragraph B.1. above, the ACC Chair or a designated member of the ACC shall sign all applications as approved or disapproved, noting any conditions for approval or reasons for disapproval. Applications so approved or disapproved shall be promptly returned to the management company for completion of processing and record keeping.

## ARCHITECTURAL CONTROL REGULATIONS AND STANDARDS

### A. Fencing

#### 1. Regulations

- a. No fence may be installed or replaced without approval of the ACC.
- b. No fence shall exceed six feet in height above grade at any point along the fence.
- c. No fence shall encroach upon common property.
- d. No fence types other than the following shall be permitted:
  - 1) six foot wooden
  - 2) two or three rail, split rail or round post and round rail, the height of the lowest rail, closest to the ground, shall not exceed four (4) inches above grade, nor the top rail be less than three (3) feet above grade.
- e. Split rail, post and rail or the exterior face of any six foot wooden fence shall not be painted or stained. Only the interior faces of wooden fences may be stained.
- f. No fencing shall be installed in the front yards of any dwelling unit except that this requirement may be waived upon showing exceptional circumstances (e.g., if the front of a unit faces the rear of another unit)
- g. Rear divider fence maintenance shall be the responsibility of the homeowner to whose home the fence is attached.

#### 2. Standards

- a. Wire mesh or similar light gauge, non-climbable wire is permitted on post and rail and split rail fencing. Proper maintenance of either the wire mesh or light gauge wiring for both aesthetic and safety reasons will be the individual homeowner's responsibility.
- b. Only earth tone colors may be used for staining the interior faces of wooden fences, and then only when fence forms a complete enclosure (e.g., earth tone includes colors that will not be conspicuous by contrasting with adjacent structures).

## B. Retaining Wall, Garden Walls and Similar Free-standing Structures

### 1. Regulations

- a. Must not affect adjacent property, either common or private, through alteration of grading and drainage.
- b. No free standing basketball backboards and poles, free standing flag poles or similar structures shall be permitted, except that free standing play equipment may be installed in a rear yard. All play structures shall be located wholly within the defined lot lines of homes. No play structure or equipment shall be permitted to be installed on common areas, other than those installed at approved tot lots by the Association.
- c. Play equipment installed must not exceed six (6) feet in height, eight (8) feet in length, or six (6) feet in width. Play equipment with a roof may be permitted as long as the height of the equipment does not exceed six (6) feet.
- d. Cross support beams for swing sets shall not exceed eight (8) feet in height and twelve (12) feet in length.
- e. Play equipment that is free standing, which does not have to be anchored to the ground and is smaller than six (6) feet high, eight (8) feet long, and six (6) feet wide is considered to be outside the definition of a structure, will be allowed even if it does not match the adjacent structure in color, materials and design.
- f. Owner shall be responsible for maintenance of all play structures and shall keep all equipment in good order and repair.
- g. Hot tubs and spas and their surrounding structure must be of earth tone colors that will not be conspicuous by contrasting with adjacent structures and shall coordinate with the topography and adjacent structures.

### 2. Standards

- a. Materials should conform with those used throughout the community (e.g., garden walls should be of brick, railroad ties or dry stone construction).
- b. Plans for permanent barbecue structures must be submitted to the ACC for approval.

### C. Satellite Dishes and Antennas

All antenna(s) receiving television broadcast signals, video programming via multipoint, Multi-channel distribution service, and those satellite dish(es)/antenna(s) designed to receive direct broadcast satellite signals which measure one meter (39") or less in diameter, are permitted subject to the following regulations:

Where the television or satellite dish(es)/antenna(s) are mounted upon a structure, the antenna(s) must be painted the color of the background against which it is mounted to minimize the extent to which the antennas' presence detracts from the harmony of the structure to which it is mounted and surrounding structures.

Satellite dish(es)/antenna(s) must be located upon a lot so that they are not visible from the street which is in front of the house, subject to an exception which may be granted pursuant to these regulations.

Installation, maintenance and use of any antenna(s) must be in accordance with local building, electrical and fire codes and in accordance with any manufacturer's instructions in order to minimize the risk of any harm to any individual installing, maintaining or using said antenna(s). Wires must be as unobtrusive as possible.

An owner who has installed any antenna(s), including satellite dish(es), must register the equipment with the ACC. The registration form must contain the following information:

1. size of antenna(s) or dish(es); a plan or drawing showing the location and directional orientation of the antenna(s) or dish(es) on the house or on the grounds of the owner;
2. a drawing must be submitted showing the location and dimensions of any projected obstructions to the receipt of the telecommunications signal (e.g., trees, bushes, buildings, etc.) and their exact distance from the home;
3. the name of the company installing the antenna(s) or dish(es); and the color and description of the method of installation of the antenna(s) or dish(es) and any related installation equipment.

The ACC will review the registration information provided. Such review will determine if the installation meets community safety codes, whether the antenna(s) or dish(es) are a color that blends in with the established color patterns of the community, if the dish(es) have been properly located and whether any screening will be required to make the installation as aesthetically unobtrusive as possible.

If the regulations set forth herein above impair the reception of an acceptable quality signal, the Board may waive any or all of those regulations with respect to that antenna(s) only. The reception of an acceptable quality signal shall be impaired where reception of the signal would be impossible or substantially degraded. No decision made by the Board pursuant to this provision with regard to any single antenna(s) shall constitute a waiver of any regulations with regard to the installation, maintenance or use of any other antenna(s).

The provisions of this Rule shall not govern the conduct of the Association nor control its rights and responsibilities with regard to any satellite dish(es)/antenna(s) measuring more than one meter (39") in diameter. \_

Residents are not permitted to install, use or maintain any satellite dish or antenna upon common area property of the Inverness Association, Inc.

The ACC, as the designated committee of the Board, will notify owners if the registration information provided violates the ACC guidelines within 30 days of the date the registration information is received by the ACC. The owner or registrant may be required to move the antenna(s) or satellite dish(es) if it has not been installed in accordance with the rules set forth herein.

All installation work is subject to the final inspection of the Board of Directors. The Board may delegate this responsibility to the ACC and/or its management agent. The antenna(s) or satellite dish (es) and all related equipment/screening must be kept in a clean and well-maintained condition by the owner.

## D. Storm Doors and Windows

### 1. Regulations

- a. Storm doors and windows shall be one color only.
- b. Storm doors and windows: color must coordinate with the color behind.  
Aluminum storm windows are acceptable.
- c. Storm doors shall be allowed only in the styles as shown.
- d. Acceptable storm doors include:
  - 1) Standard Series:
  - 2) Standard Series with Colonial Grill:
  - 3) Self-Storing Series:  
**(See Appendix for pictures.)**
- e. No fleur-de-lis, scrollwork, curly-que, curved, or other designs or ornaments will be approved.

### 2. Standards

- a. For storm windows, the coordinated color will, in almost all instances, be the color of the window it is covering.
- b. For storm doors, the coordinated color will, in almost all instances, be the color of the door behind it or the door frame trim around it.

## DOORS

### 1. Regulations

- a. Replacement of front doors shall be a Colonial or Williamsburg style or exact replacement of original door. This would include:  
9-lite, Fan lite, 6-panel, or 4 panel with 2 top glass lites  
**(See Appendix for pictures.)**
- b. Paint color shall be of a coordinating or matching color to the exterior trim or shutters. Other style or color doors, for example, Victorian, Mission, opaque, etched or stained glass are not approved.
- c. French Doors may be replaced with sliders only if they give the appearance of a French door.

## WINDOWS

### 1. Regulations

- a. Replacement windows shall be double-hung style.
- b. Paint color shall be of a coordinating or matching color to the exterior trim or shutters.
- c. Replacement doors and windows must be approved by the ACC.

E Security Bar Guidelines

1. Regulations

- a. No security bars may be installed without approval of the ACC.
- b. Request must state who will perform the installation, and the exact location where bars will be installed.
- c. Color of bars must be flat black.
- d. Window bars must be mounted on the outside of window.
- e. All bars, pickets and structural supports must be solid iron.
- f. Window bars may be installed on the ground floor levels only.

2. Standards

- a. All bars must be full window or door length.
- b. Bars must be maintained on a regular basis to assure no rust-out.
- c. Bar size and style must be ½" legs and 1 ½" solid pickets.
- d. Owner must comply with all federal, state and local codes, including all fire code regulations.

Pictures of the only approved security door and window at Inverness can be found in the **Appendix**.

## F. Tool Sheds and Similar Structures

1. Regulations
  - a. All free-standing tool sheds or similar structures shall not exceed six feet in height from the ground, eight feet in length and six feet in width.
  - b. Tool sheds constructed against the walls of dwelling units may not extend above the underside of the existing balconies and shall be no greater in depth than three feet.
2. Standards
  - a. The color, materials and design must match that of the adjacent structures (e.g., if a shed or structure is built against an existing privacy fence or masonry wall, it could be built from the same material or, if it is wood or metal, painted a color that would match with the existing fence or brick wall).
  - b. Structures similar to the above other than for the use of storage shall generally not be permitted (e.g., greenhouses, screened-in- gazebos, etc.).

## G. Trellis and Arbor Structures

1. Regulations
  - a. No trellis or arbor structure may be constructed without approval of the ACC.
  - b. Such structures must be constructed of wood or plastic. Canvas is not permitted as part of the structure.
  - c. No structure shall have a sloping roof line.
2. Standards
  - a. Patio structures such as a trellis shall be similar in design and appearance to the existing decks (e.g., they should be constructed of wood or wood-like material. No obvious plastic or canvas material is acceptable.

## H. Propane Tanks

1. Regulations
  - a. Small propane tanks for use on outdoor grills are permitted. Homeowners are expected to keep said tanks in good working order.
  - b. Propane tanks for any use other than outdoor grills are not permitted.

## I. Deck and Patio Extensions and Enclosures

### 1. Deck Rails

- a. All deck rail repair or replacement requests must be submitted to the Architectural Control Committee.
- b. Existing rails may be reused if not removed from deck.
- d. Original metal rails must be repainted black.
- e. If existing rail is removed from deck, replacement rail of similar metal structure or, at the owner's option, a wood replacement rail may be utilized if approved by Architectural Control Committee.
- f. Metal or wood rail must comply with all federal, state and local laws and must meet all applicable codes.

### 2. Deck Replacement

- a. All deck replacement requests must be submitted to the ACC.
- b. All deck replacements must meet Montgomery County Code.
- c. New decks may be constructed only to be of the same width and two (2) feet deeper than the original deck. New decks shall be constructed of only those materials approved by the ACC.

### 3. Deck Enclosure

No deck enclosures will be permitted.

J. Painting

Inverness Association does not make specific recommendations for exterior paint colors or for manufacturers. Martin Senour, McCormick, Duron and other companies all have color charts of Williamsburg/Colonial paint colors which may be acceptable as long as the following regulations and standards are followed.

1. Regulations

a. Exterior painting must be approved by the ACC unless repainting the same color. Homeowners must include a sample of the paint color when making a request. A homeowner may contact the ACC or management for guidance in paint color selection.

b. No brick, concrete or roof shingles may be painted.

2. Standards

a. Colors shall be approved to coordinate with subject home and adjacent homes (i.e., color identical to house next door will not be approved).

K. Exterior Concrete Porches and Steps

1. Regulations

a. Homeowners must get approval from the ACC to change the appearance of their concrete porches and steps.

b. The color of any material used must be compatible with the home exterior and existing brick façade.

2. Standard

a. Homeowners have several options when upgrading their concrete porches and steps that may be deteriorating and becoming discolored:

\* An application of a concrete stain

\* The application of a cementitious product used as a seamless concrete resurfacing material

\* The installation of a flagstone or brick covering

L. Mailboxes

1. Regulations
  - a. No free-standing mailboxes or similar structures shall be permitted.

M. Yard and Lawn Care and General Maintenance

1. Lawn Care

Each lot within Inverness will be maintained with a ground cover appropriate to the lot's environment. Lots with grass will be cut regularly to a height not to exceed 4", be relatively weed free, and have the curb lines edged regularly. Lots that are treed and not able to grow grass will be maintained in a neat, landscaped manner, containing such items as maintained bushes, ground cover (such as ivy or pachysandra) with bare areas mulched and weeded regularly and free from exposed tree roots and exposed unplanted dirt. The foundation parge line of the house will not be exposed and the front and rear yard will be neatly landscaped and organized in appearance.

2. Bushes and Shrubs

All bushes and shrubs are to be trimmed appropriately so that they will not exceed a size suitable for the town house, and will not intrude on a neighboring lot. Plants in poor condition are to be removed and replaced if necessary.

3. Trees

Trees in the front yard are not to exceed a size appropriate for the lot size. Trees should not touch any part of the neighboring town house, encroach on a neighboring lot or overhang within 8 feet vertically of the common area sidewalks. Trees in poor condition are to be removed at the owner's expense. Owners are responsible for the damage the tree or trees' root system causes to other parties' properties.

4. Regulations

Vegetable gardens, edible fruit plants and edible fruit bearing trees shall only be permitted within the boundaries of a homeowner's rear yard.

5. Standards

- a. It shall be the individual resident's responsibility to weed, cut and maintain his/her lawn in such a way as it does not detract from the appearance of the Community.

b. It shall be the individual resident's responsibility to maintain the exterior of his or her unit and all structures erected thereon, including but not limited to fences, decks, and sheds, in good maintenance and repair in such a way that it does not detract from the appearance of the Community.

6. Enforcement

The previously adopted Rules Enforcement process will be employed when these rules are enforced. The Board reserves the right to take action to enter an owner's lot to bring an owner's ***lawn maintenance and/or landscaping*** into compliance with these standards as a measure of enforcing the above Rules and Regulations. ***If a owners' house is in violation of the lawn care standards~ action to rectify (mow grass, trim bushes or trees, etc.) may be taken 48 hours after the house either receives a notice marked "Registered Mail", or the house is posted with a "Notice" indicating the necessary corrective measures to be taken within 48 hours. Failure to take corrective measures may result in the corrective measures being taken by the Association at the owner's expense. Failure to pay the costs incurred by the Association for corrective measures taken will result in the debt being collected through the Association's previously adopted collection methods.*** If a safety hazard exists, for example, if a tree limb overhangs a sidewalk and is an obstacle to pedestrians, then, the limb may be removed at the request of the Board of Directors or by their agents without formal notice to the lot owner.

N. Skylight

1. Regulations

- a. No skylight may be installed without approval of the ACC
- b. Must be flat, immovable type of glass.
- c. No bubble or convex skylights will be acceptable.
- d. Size must not exceed 24" x 36" outside dimensions.
- f. Owner must state who will install skylight, exact location where skylight will be installed, sketch of skylight design and color of skylight.

2. Standards

- a. Skylights must not detract from the appearance of the property.
- b. Skylight and frame should not exceed 3 inches in height from the surface of the roof.
- c. Framing and flashing material must be of a flat finish and of a color coordinated with, but no lighter than, the approved color.

O. Air Conditioners

1. Regulations

- a. Window or through-the-wall air conditioning units are NOT permitted.

P. Roofs

1. Regulations

- a. No roof may be replaced without the approval of the ACC.
- b. Pitch of roof must be identical to original construction.
- c. Height of roof must be identical to original construction.

2. Standards

- a. Color of shingle must compliment the exterior of the building color and trim color.
- b. Material of shingle must be the same as original or an improved similar material.
- d. Installation pattern and associated sheet metal siding, trim and gutters must be the same or not noticeably different from original construction.

## PROCEDURES FOR MAKING REQUESTS TO THE ACC

### A. Homeowners

The Inverness Association ACC Request for Review Form may be copied from these Rules and Regulations, downloaded from the website of the Association's Management Company, (Vanguardmgt.com), or you may request a Form by phone from the Management Company (301) 540-8600.

1. Applications must be sent to the Management Company which will record the request and then send it to the ACC.
2. The application must contain a description of the proposed change, a schematic diagram, an estimated completion date, and if applicable, color samples.
3. The responsibility for accuracy of all dimensions submitted as part of the application rests with the applicant.
4. All applications, except those for approval of painting and the addition of storm windows and doors, must be accompanied by a plat plan showing the location of the house and the location of the proposed alterations.

### B. Architectural Control Committee

1. The ACC will review all applications received prior to the Board meeting at their next regularly scheduled Committee meeting. Applicant will receive formal written notice of the Committee's decisions on their application.

**INVERNESS ASSOCIATION. ARCHITECTURAL CONTROL COMMITTEE. REQUEST FOR REVIEW FORM**

---

Name

Address

HM/WK phone #

Date

In accordance with the Architectural Control Committee of the Inverness Association, Inc., I request your consent to make the following changes, alterations, renovations, additions an/or removals to the exterior portion of my unit. (Describe in detail, using back of form if needed, and attach a copy of the plans and specifications. If work is painting the exterior of your home, a paint chip must be provided indicating the brand and color of paints requested for approval. If replacing the roof, a sample of the shingle you intend to use must be provided indicating the brand and color requested for approval.)

-

I understand that under the Architectural Control Committee of the Inverness Association, Inc. the Board of Directors or its designated committee will act on this request and provide me with a written response of their decision.

I further understand and agree to the following provisions:

1. All work will be done at my expense and all future upkeep will remain at my expense.
2. All work will be done expeditiously once commenced and done in a good workmanlike manner by myself or a contractor.
3. All work will be performed at a time and in a manner to minimize interference and inconvenience to other unit owners.
4. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.

I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.

6. I will be responsible for complying with, and will comply with, all applicable federal, state and local laws, codes, regulations and requirements in connection with this work and I will obtain any necessary governmental permits and approvals for the work. I understand and agree that the Inverness Association Board of Directors, its agents and its designated committees have no responsibility with respect to such compliance and that the Board of Directors, or its designated committee's approval, of this request shall not be understood as the making of any representation or warranty that the plans, specifications or work comply with any law, code, regulation or governmental requirement

7. The contractor is:

---

8. If approved within 35 days the work would start on or about \_\_\_\_\_ and would be completed by \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Return three copies of your completed form (and all attachments) to: Architectural Control Committee  
c/o Vanguard Management, Inc.  
Germantown, MD 20874-0035

**FOR ARCHITECTURAL CONTROL COMMITTEE USE ONLY**

Date Received \_\_\_\_\_

APPROVED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_ Signature \_\_\_\_\_

\_\_\_\_\_ COMMENTS (Reasons for disapproval, exceptions, restrictions, additional requirements, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Procedure For Appeals**

In the event an application is denied in whole or in part, or conditionally approved, the applicant will have the right to appeal. All appeals shall be addressed to the Management Company and shall be submitted within 15 days of receipt of the Committee's written notification. The appeal will be heard by the Board at its next regular meeting following receipt of written notice of appeal. The homeowner will be notified of that meeting and may appear in person. Appeals will be reviewed by the Board in the following manner:

1. An appeal of decision involving a Regulation shall be considered only on the basis of whether or not the application was appropriately covered by the regulation.
2. An appeal of a decision involving a Standard shall be considered on the basis of whether or not the Committee applied the Standard in the manner as previously described.
3. Any Board member who has previously voted on the application in his/her capacity as a member of the Architectural Control Committee shall not vote on the appeal.

## **Procedures For Amending Regulations and Standards**

Any homeowner can request in writing to the Architectural Control Committee that a regulation or standard should be amended, or eliminated.

The Committee may solicit, through open hearing or questionnaire or other methods, homeowners' opinions regarding the suggested change. After one or both of these have been accomplished, the Committee will submit to the Board within 60 days a written recommendation along with the original request.

The Board through such means as open hearing, questionnaire or other methods, shall make its decision no later than the second Board meeting following the date the request is received from the Architectural Control Committee.

**THE INVERNESS ASSOCIATION, INC.**

**ARCHITECTURAL CONTROL ORDINANCE**

**APPENDIX**

1. Approved door styles
2. Approved storm door styles
3. Approved security doors and windows