



GLENBROOK

VILLAGE
B E T H E S D A , M A R Y L A N D

ARCHITECTURAL GUIDELINES

This document is provided as a service to the residents of Glenbrook Village by the Board of Directors and the Architectural Review Committee of the Glenbrook Village Homeowners Association.

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Glenbrook Village Homeowners
Architectural Review Committee
Mission Statement

The mission of the Architectural Review Committee is to uphold the provisions of Article VI of the "Declarations of Covenants, Condition and Restrictions" of the Glenbrook Homeowners Association and to ensure that they are carried out in a fair and equitable manner, with respect for the property rights of homeowners, with the goal of maintaining and improving the value of homes in the Glenbrook Village community.

INTRODUCTION

Glenbrook Village is a beautiful community with a distinctive style. The appearance of our community played a significant role in every homeowner's decision to purchase a home here. A major responsibility of the Board of Directors, and the sole function of the Architectural Review Committee, is to maintain the value of our homes by preserving the architectural aesthetic of this community.

These guidelines were prepared for the residents of Glenbrook Village to help answer basic questions concerning the Covenant Documents that you received when you purchased your property, and the architectural guidelines adopted by the Board of Directors. The ultimate goal of the Covenants, and of these guidelines, is to protect your investment in your home by maintaining the community in a manner that causes your property values to increase.

These guidelines provide information about the Architectural Review Process, as well as general information concerning such areas as garbage pickup, and landscaping. Even if you are not considering alterations to your property at this time you may want to review these guidelines.

All policies, procedures and Covenants of the Glenbrook Village community are subject to the interpretation of the Board of Directors. Under no circumstances will the Board of Directors, the Management Company or the Glenbrook Village Homeowners Association be responsible for the misinterpretation of the enclosed guidelines of the Covenants by owners or residents. All modifications and/or procedures not covered in these guidelines, whether intentionally or not, are subject to approval by the Architectural Review Committee.

ANYTHING NOT COVERED IN THESE GUIDELINES MUST BE APPROVED BY THE BOARD BEFORE ANY ALTERATIONS ARE MADE.

WHAT ARE THE COVENANTS?

The Covenants are included in the Homeowners' Documents you received at the time of settlement (or closing) on your property. We hope that you took the time to read and understand them. This document refers in particular to Article VI, which begins on page 13 of the Homeowners' Documents.

More importantly, the Covenants are a binding contract on all residents of Glenbrook Village. Covenants assure the residents of a certain minimum standard for land use, architectural design, and property maintenance throughout the neighborhood. They also provide for your mandatory membership in the Glenbrook Village Homeowners Association and establish a mechanism for the operation of the Association. These covenants "run with the land" as part of your deed of ownership and cannot, as a practical matter, be changed. Changing the covenants requires the approval of 75% of the homeowners and in some cases county approval.

WHAT IS THE AERC?

The AERC is the Architectural Review Committee. Its function is to preserve the architectural integrity of Glenbrook Village. It does this by reviewing all proposed changes to the exterior of the homes in the community.

The committee consists of 3 or more homeowners who are appointed by the Board of Directors to two-year terms. At least one of the members is also a member of the Board of Directors and serves as the liaison between the board and the Committee. The Chair is elected by the committee, and also serves a two-year term. Members, and the Chair, can serve multiple terms at the discretion of the Board.

HOW DOES THE ARCHITECTURAL REVIEW PROCESS WORK?

Your Covenants provide for the Board of Directors, or a committee appointed by the Board, to serve as the Architectural Review Committee. This ensures that the control process is in the hands of your elected representatives or their appointees. Additionally, Glenbrook Village employs a management company that is available to assist you in the preparation of exterior alteration applications and to receive questions and complaints on architectural and maintenance matters. You may contact them by calling Faller Management at 301-231-6000 during normal business hours.

If you are considering external alterations to your property:

- Consult the guidelines in this book.

These guidelines will help you in finalizing your plans and tell you whether or not a formal application and approval is required. Any alteration not mentioned in this book requires an application and approval.

- Complete your application using the Exterior Alteration Application form found in this book.
- Attach any requested drawings or specifications.
- Be sure your application is complete and clear.
- Obtain the signatures of you adjacent and abutting neighbors on the Neighbor Notification form. Your neighbors do not have to approve the plans; the signature merely indicates that they have been informed of your intentions. (NOTE: If you are asked to sign an application and you wish to oppose the proposed change you should call the management company and inform them of your concerns.)
- Submit the original and 6 copies to either the Chair of the AERC or the management company.
- The AERC will review your proposal and make a recommendation to the Board of Directors. The Board of Directors must render a decision on you proposal within sixty (60) days. Every effort will be made to review your application promptly.
- The Board of Directors and the Architectural Review Committee are not responsible for any expenses incurred by homeowners scheduling work before approval is received.
- It is the responsibility of the Homeowner to obtain necessary permits for any exterior alterations. Approval of the Architectural Review Committee shall not be construed to imply compliance with County building codes. For your convenience, information about the Montgomery County permit process is included in the appendix.
- You must begin your alterations within 6 months following the date you received approval for your project. If you do not begin within six months you will need to resubmit your project for approval.
- You may not make changes to your plans without the written consent of the AERC..
- Your project must be substantially completed within 12 months of the date of approval.
- Upon completion of the project you can request a Certificate of Compliance indicating that the improvements or alterations are in accordance with the

provisions of Article VI of the Declaration of Covenants, Conditions and Restrictions for Glenbrook Village Homeowners' Association, Inc.

If you are dissatisfied with a decision of the AERC or the Board of Directors:

- You may appeal in writing within 15 days to the Board of Directors.
- The Board of Directors will conduct a hearing not less than 15 days nor more than 60 days of the filing of the appeal.
- The Board of Directors will render a decision on the appeal within 15 days of the hearing.

GUIDELINES

In general, all alterations to your property should be planned in harmony with the architecture of the community as a whole. Materials should be chosen to blend with or match existing materials. Workmanship and materials should be of a quality as good or better than the original property.

ANTENNAS/SATELLITE DISHES

Outside television aerial or radio antenna, other aerial or antennae for either reception or transmission, shall be maintained upon the property in an unobtrusive area, such as the rear of the property, (providing reception can be received). Satellite dishes, not to exceed 36 inches in diameter, shall be allowed and placed as above. If you place a satellite dish on the roof (the preferred location), it should not be visible from the street.

BUILDING ADDITIONS AND OUT BUILDINGS

No additions or outbuildings will be permitted on any property. .

COMMON AREAS

Residents may not enclose any common ground for their own personal use. Vehicles are not allowed on grass or mulch covered common ground without the approval of the Board of Directors. No Member shall make any private or exclusive or proprietary use of any of the Common Areas except with the specific approval of the Architectural and Environmental Control Committee and then only on a temporary basis, and no Member shall engage or direct any employee of the Association on any private business of the Member during the hours such employee is employed by the Association, nor shall any Member direct, supervise or in any manner attempt to assert control over any employee of the Association.

DECKS

A complete application is required. Decks must be constructed of durable materials. Wooden decks can be stained with a natural wood-colored stain protected with a clear waterproofing agent. Redwood, teak or cedar decks can be left to weather naturally.. Privacy screening for decks is optional and must have approval. Decks must be open underneath.

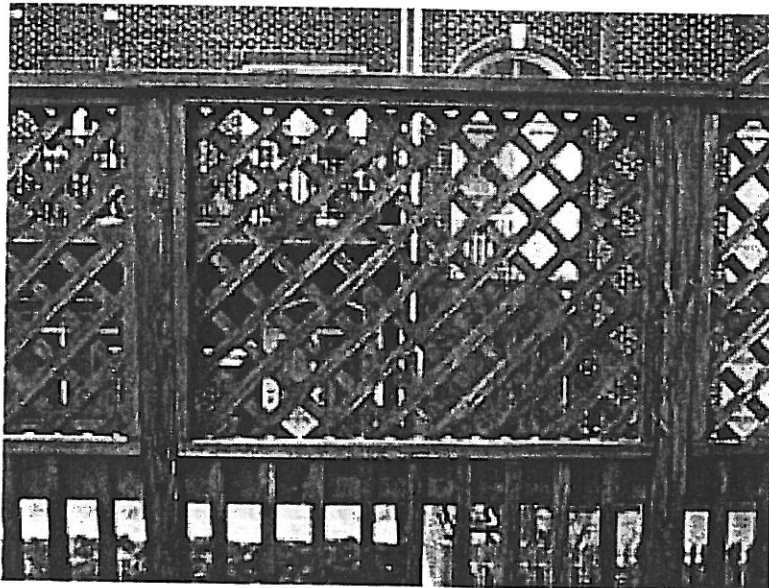
Applications for decks should include the following

- Dimensions of deck
- Site plan showing location
- Materials, including color, to be used

Building a deck requires a Building Permit from the County. Approval by the AERC does not imply that your plans are in compliance with County Building Codes. For your convenience a copy of the County Permit Application and their information on basic deck design has been included in the Appendix.

DECK DIVIDERS

The lattice dividers used by the builder on the end units and approved by the East Bethesda Citizens Association must be used for those specified properties. Lattice dividers to match those installed by the builder are recommended. Wood shall be left to age naturally. Heights should not exceed 6 foot in height. Approval is required.



FENCES

All fences require approval. No fence shall be more than 6' in height. Chain link and other wire fencing is strictly prohibited.

- Wooden fences must match the style of the existing wooden fencing.
- Other acceptable materials are brick or iron. Brick must match the existing brick. Iron railings should be of a simple design in harmony with the railings in front.

FIREWOOD

Firewood should be stacked neatly at the rear of the dwelling and maintained in a way that causes no unsightly conditions and does not attract pests or rodents. You may not stack wood on common areas.

FLAG POLES

Wall-mounted mast-type flag poles with a pole diameter of 1" or less require no application. Any other flagpoles require an application.

GARAGE/YARD SALES.

All Montgomery County Restrictions governing garage/yard sales are to be strictly followed:

- There may be no more than two such sales lasting only one day each in a calendar year for any one dwelling unit.
- Only second-hand merchandise may be sold. Nothing may be sold that was purchased (including second hand merchandise) or created for the sale.
- Signs cannot be posted on utility poles, trees or traffic control signs.
- In addition, no debris shall be allowed to accumulate and the sale area shall be re-turned to a neat condition promptly upon completion of the sale. Sale signs shall be promptly removed after the sale is over.

GARAGES

No garage may be altered, modified, or changed in any manner that would inhibit or in any way limit its function as a parking area for vehicles without approval.

No garage shall be used for human habitation at any time, temporarily or permanently.

GARDENS

Please refer to "Landscaping Changes" below.

GRASS

County code states that lawns must be kept trimmed to a height not to exceed six inches. The landscaping contractor for the community mows individual lawns as well as the common areas.

GRILLS – PERMANENT

An application is required for all permanent grills. Permanent grills should be placed in the rear of the property.

The following information is required on the application:

- Dimensions of grill
- Site plan showing location
- Materials, including color, to be used

For the purposes of these guidelines, permanent grills include any grill that burns natural gas, as well as built-in grills, barbecue pits and the like, which are included regardless of the fuel used.

GUTTERS AND DOWNSPOUTS

An application is not required for gutters and downspouts that match in color, design and existing materials to existing gutters and downspouts. An application must be submitted for all other changes to gutters and downspouts.

LANDSCAPING CHANGES

Landscaping topography changes (terracing, raised beds, etc.) or plantings of materials that have a growth potential greater than six feet in height must be approved in advance.

If you plan any topographical changes, please consider carefully the impact on drainage. You will be asked to address any potential changes to water drainage in your application. Please consult with a qualified professional before you submit your application. Topographical changes will not be approved without assurance that they will not have a detrimental effect on the drainage of common areas or neighboring properties.

LIGHTING

Exterior lighting on the front of the property may not be changed, If a light can not be repaired, and the original lights are no longer available you must obtain approval for the replacement light.

Exterior lights at the rear of the property may be changed with approval. Favorable consideration will be given to light fixtures which are unobtrusive and of a neutral color.

Lighting for decoration, holiday, and festival use does not require approval. Holiday lighting and decorations should not be put up prior to Thanksgiving, and should be removed by January 15.

No exterior lighting shall be directed outside the boundaries of the lot.

PAINTING

Paint on exterior trim, doors and windows shall be maintained in the original color.

PATIOS

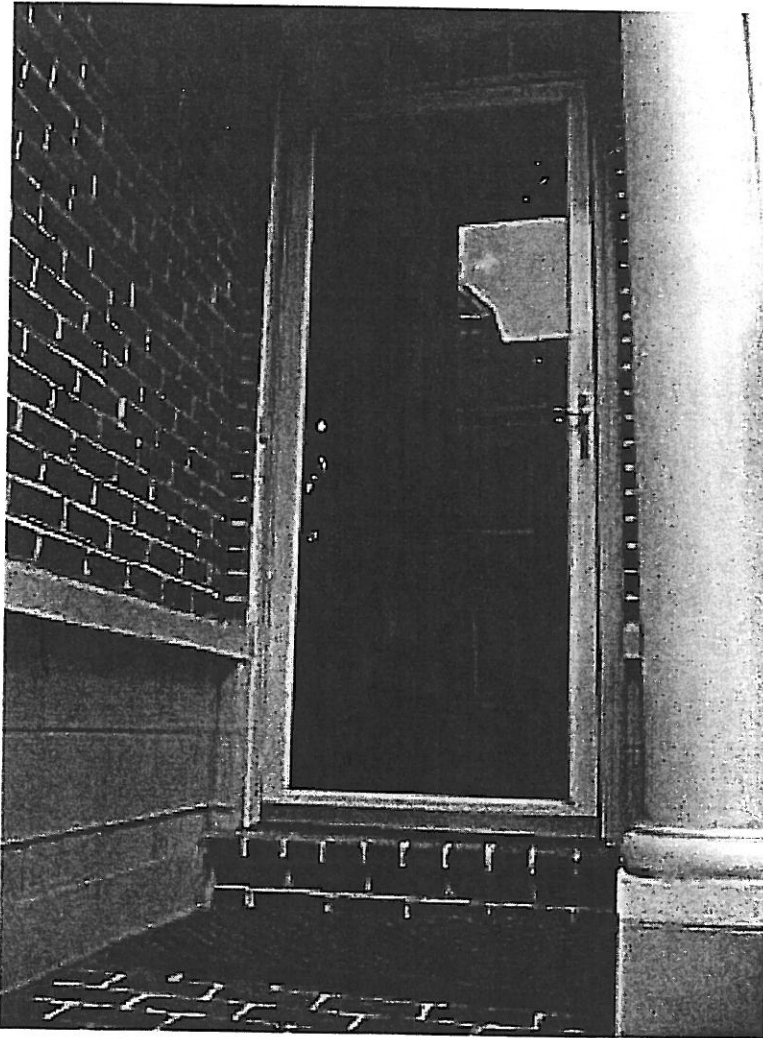
An application is required. Patios may be constructed of wood, stone, brick or concrete provided that the color and texture of the material is in harmony with the adjacent structures, as deemed by the AERC. Patios must be at the rear of the dwelling.

PETS

Maintaining, keeping, boarding or raising of animals, livestock or poultry of any kind, regardless of number is prohibited on any Lot or in any dwelling, except that this shall not prohibit the keeping of dogs, cats, or caged birds as domestic pets, provided that are not kept, bred or maintained for commercial purposes and, provided further, that such domestic pets are not a source of annoyance or nuisance to the neighborhood or other Members. Pets shall be attended at all times and shall be registered, licensed and inoculated as may from, time to time, be required by law. Pets shall not be permitted upon the Common Areas unless accompanied by a responsible person and unless they are carried or leashed. Each Member who walks a pet on the Common Area is required to clean up any and all solid waste deposited by their pet within that area.

SCREEN/STORM DOORS AND WINDOWS

Storm doors, including "security" storm doors, may be installed on any of the exterior doors. Storm doors must be submitted to the AERC for approval of color and style. Storm/screen doors must conform with the overall design of the Community. Doors must be of the "full view" variety - that is, a single pane of clear, un-tinted glass/screen that takes up the majority of the door surface, without any divisions, grills or other decorative features. The trim and door facing must be of a color that matches the exterior window and door trim scheme of the Community (currently white), and the door hardware must be of a style and color that matches the exterior door hardware scheme of the Community (currently brass).



SIGNS

If you maintain a professional office in your home you may attach one sign, not to exceed 2 square feet in area. This sign may not be illuminated.

If your house is for sale or rent you may place one sign not to exceed 6 square feet in area, on your lot or attached to your house. This sign must be removed promptly following the sale or rental of the home.

You may not place any other signs on your property. You may not place any signs on common ground.

SWING SETS, CHILDREN'S PLAY EQUIPMENT AND SANDBOXES

Children's play equipment must be located in the rear yard and must be well maintained. Any permanent equipment must have approval.

For the purposes of these guidelines, if you can pick it up and carry it into the house, it is not permanent. If you can't, you need approval..

TRASH CONTAINERS

Trash and garbage containers shall not be permitted to remain in public view except on days of trash collection or the evening prior to the day of trash collection. Receptacles must be removed from in front of the premises by 10:00 a.m. following the day the trash is collected.

No person(s) shall place bulk trash in front of the premises for collection until he or she contacts the collector to schedule a pickup date. No person(s) shall place any bulk trash in front of the premises prior to 10:00 a.m. the day before the scheduled collection date.

No burning of any trash and no accumulation or storage of litter, lumber, scrap metals, refuse, bulk materials, waste, new or used building materials or trash of any other kind shall be permitted on any Lot.

These regulations are county code.

The garbage pickup day for this neighborhood is Wednesday. Both garbage and recycling are picked up. Cans and bottles do not need to be sorted. Newspapers or mixed paper should be bagged. All cardboard boxes must be broken down, flattened and tied.

The phone number for information about trash pickup is 301-777-6410. The URL for the county web site is <http://www.co.mo.md.us/>