

SNOWDENS MILL HOMEOWNERS ASSOCIATION



Snowdens Mill is a planned community where the initial development was started over 30 years ago. Snowdens Mill architectural style is generally referred to as "Neo-Colonial," or new Colonial. Features of this architectural style include: brick and frame houses with clap and corner boards, dormer, cameo, Palladian or sash-style windows, louvered shutters, dentil cornices, porches with rails and classical columns, post lamps and carriage-style hanging wall lamps.

The Snowdens Mill Homeowners Association Board of Directors (BOARD) is obligated by the covenant documents to enforce Architectural and property maintenance standards in our community.¹

The goal is to maintain property values and to protect the investments you and other homeowners have made in your homes and in the community.

In order to do this, the BOARD and/or the Architectural Control Committee, reviews all homeowner applications, known as Property Improvement Requests ("PIR").² The BOARD also follows up on architectural violations and provides residents with information about replacement materials or approved exterior paint colors. In addition, yearly homeowner exterior inspections are the responsibility of the BOARD.

Today, the BOARD works to ensure that all exterior modifications blend with existing designs and exterior paint colors. Previously, our exterior paint colors were known as "Williamsburg," a line offered only by McCormick Paints. However, this color palette is no longer offered by McCormick Paints and the BOARD refers to the community's colors as "Neo Colonial," and has approved a number of color palettes offered by a variety of vendors.

Materials that can be requested through Community Association or from our web site, www.snowdensmill.com, include:

- Declaration of Covenants;
- By-Laws;
- PIR application;
- List of approved trim colors.

For these documents or other information, please contact your manager at Comsource at 301-924-7355

Remember: any change in color, structural modifications or major landscaping requires a prior written application (PIR) and approval by the BOARD.

¹ Pursuant to Articles V – VI of the Declaration of Covenants for Snowdens Mill Homeowners Association, Inc.

² Both Townhouse Associations also have their own, additional Architectural Guidelines and requirements. Townhouse homeowners must obtain approval from both Snowdens Mill Homeowners Association, Inc. and the applicable Townhouse Association for any architectural changes. Accordingly, all Townhouse homeowners should submit their PIR applications to the SMHOA, who will coordinate with the BOARD of the appropriate Townhouse Association, if any, on the architectural review process.

HOW TO FILL OUT THE PIR FORM
WWW.SNOWDENSMILL.COM

1. **You want to change something on the outside of your home.** You've decided to make a change to the outside of your home or property, but you're not sure if the BOARD will accept the change, Contact Comsource Management, Inc at clasky@comsource.com to determine whether you need to fill out a Property Improvement Request (PIR) or not.
2. **Completely fill out the PIR.** PIR applications are available at www.snowdensmill.com.
3. **Gather the information you need to help the BOARD make their decision.** Plan ahead to provide your documents to the BOARD when they meet for their monthly meeting on the 3rd Tuesday. Mail PIR's to Comsource Inc. located at 3414 Morningwood Drive Olney, MD 20832, or email to clasky@comsource.com. Decisions on most applications are made within 30-days of receiving a COMPLETE application.
4. **PIR has been approved or denied.** Written notification of the BOARD's decision will be mailed to the homeowner within approximately thirty (30) days. If your application is deemed incomplete, the application will be denied and you will be advised of the additional steps you need to take to complete it.
5. **Reconsideration of previously denied PIRs.** The owner may request that the BOARD reconsider its denial of an application. The owner should explain the reason for reconsideration in writing and include any new supporting information concerning the request. The BOARD will take consider your appeal at its next monthly meeting.
6. **Appealing the Board 's decision.** If an owner is unsatisfied with the BOARD's decision, he/she may request the dispute be resolved through the Commission on Common Ownership Communities, an agency established by Montgomery County for that purpose. Your Community Manager can help guide you to the correct agency in Montgomery County.
7. **The Board Reserves the Right to Add or Modify** these requirements at any time as needed.

APPLICATION CHECKLIST*

These checklists are intended to be helpful to you. Please ALL items listed on the checklist with your PIR application, but you need not submit the actual checklist itself. All PIR's must include a: (1) PIR Application form; (2) Color photograph of the existing façade of the house or other feature you are proposing to change or alter; (3) Plat showing location of the proposed change. All applications and exhibits should be submitted on standard 8 ½ by 11 inch paper, in addition to one-set of larger architectural drawings, where appropriate.

I. ADDITIONS

A. CONCEPT REVIEW of CONTEMPLATED FUTURE ADDITION

When Planning a Modification or Addition to your Home, the Board Recommends that you submit a PIR for *Conceptual Approval Prior to Submitting Blueprints or Plans for Final Approval*. The reason for this is because you will save time and money and gain additional Board input for the Final Application. Moreover, you have a greater potential for success with your Final Application.

All requests must be submitted on a standard PIR form. It should be clear on the application that approval is for **concept only**, and it must be understood that it will be necessary to resubmit with complete details before final approval can be given. The architectural design of the structure must be compatible with the architectural design of the house.

The following is a checklist of the details needed for conceptual approval:

- _____ Scaled drawing(s) showing the size of the addition in relationship to the house
- _____ Proposed addition drawn to scale on the plat plan.
- _____ Rear/side/front elevations
- _____ Roof slope and tie-in to existing roof or house wall
- _____ Materials to be used
- _____ Colors to be used
- _____ Color Photographs showing existing house

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- The BOARD reserves the right to request additional information on a case-by-case basis.

B. ADDITIONS – FINAL APPLICATION

Examples: Room Additions, Porches, Garages, or Room Expansions—and ANY structure that is attached to the existing home, regardless of what it is called.

You must submit a completed PIR, as detailed below, and appear at a monthly Board meeting to explain your plan. You will be required to bring samples of all your proposed materials to the Board meeting. Keep in mind that the Board must have sufficient information to determine what the completed installation or construction will look like and how it relates to its surroundings. The architectural design of the structure must be compatible with the architectural design of your existing house and in harmony with the surroundings.

The PIR application should include all of the following:

1. **House Location Plat** (in a surveyor's plan of the property identifying Lot # and Plat #). The Plat Plan of the property must show where the structure or installation will be located on the site.
2. **Front and Side Architectural Elevations** with dimensions showing the structure on the home. These must be drawn to scale showing proportions and relationship to existing house. Such architectural plans may include:
 - Length, width, and height measurements throughout
 - Finish/color of all items including roof, siding, brick and trim
 - Size of doors and windows used, including trim
 - Dimensions of all exterior materials to be shown on plans
 - Roof design including pitch and tie-in to existing roof
3. Proposed addition drawn to scale on the plat plan
4. Color photographs of existing house taken from all sides.
5. The Board may decide that the proposed modification requires a presentation from your architect. If so, we will contact you to schedule such a meeting.
6. Please submit all items 8 1/2x11 inch paper. Please also submit one full-sized set of architectural drawings and one on 8 1/2 x 11 inch paper

TYPICAL MAJOR ADDITIONS/MODIFICATIONS SUBMISSION DETAILS

- Sun room addition
- Expanded Garage with second story addition
- New porch or entrance area

II. ATTIC FANS

- _____ Not allowed on street-side of roof.
- _____ PIR application not needed for rear facing fans.
- _____ Side-facing fans need to submit a PIR application.

III. BASKETBALL BACKBOARDS, SWINGSETS &/or PLAYHOUSES

- _____ Dimensions, color and size
- _____ Location on property/or on garage or home (provide sketch or description)
- _____ Sketch or picture with description of backboard
- _____ Color of pole or supporting structure (if applicable)
- _____ Color Photograph showing current front façade of house

IV. DECKS

- _____ House Location Plat showing location of proposed deck on site.
- _____ Proposed addition drawn to scale on the plat plan.
- _____ Type of materials used throughout
- _____ Steps (including rise and width)
- _____ Rails, including height and width of rail or pickets; how far apart are the rails?
- _____ Color and Size
- _____ Color Photograph of existing rear façade of house
- _____ Proposed screening of area under deck if used for storage.

V. DECK COVERS, TRELIS, SUNSCREENS, PATIO COVERS, ETC.

- _____ Plat Plan
- _____ Scaled front and side elevations with all dimensions included
- _____ Materials used
- _____ Color and Size
- _____ Specifications for slope of roof
- _____ Color Photograph showing existing façade of house

VI. DRIVEWAY MODIFICATIONS

- _____ House Location Place (location of proposed driveway)
- _____ Materials to be used
- _____ If driveway extension is proposed, do you plan to resurface both existing and new areas?
- _____ Color and Size
- _____ Color Photograph of existing driveway.

PLEASE NOTE: SMHOA does NOT allow driveway expansions that extend beyond the width of two cars parked side-by-side.

VII. EXTERIOR LIGHTS

- _____ Style (photograph, sketch, or catalog photo)
- _____ Dimensions/Size

_____ Color and Size
_____ Color of Glass (if not clear)
_____ Location of Installation
_____ Color Photograph showing existing front façade of house.

VIII. FENCES

_____ House Location Plat showing location of fence on property
_____ Sketch, photograph or brochure showing design
_____ Height
_____ Materials (only wood and white vinyl are allowed)
_____ Color and Size
_____ Color Photograph of existing fence, if any
_____ Chain Link fences and Front-yard fences are not allowed

IX. GATES

_____ House Location Plat showing location of gate on property
_____ Sketch of proposed gate showing design and dimensions
_____ Materials
_____ Color and Size
_____ Must match fence in size and design

X. MAILBOXES

_____ Location on plat
_____ Drawing showing design and dimensions as marked on
plat
_____ Materials to be used
_____ Color and Size
_____ Color Photograph showing existing area

XI. PAINT COLOR CHANGE

_____ Brand of Paint or Stain
_____ Brand's number and/or name
_____ Specify areas to be painted and color to be used (a
simple drawing of house listing areas to be painted and colors used would be
helpful if painting areas other than Siding, Trim and Front Door).
_____ Color Photograph(s) of the existing colors of your home,
or other exterior structure.

XII. PATIO

_____ House Location Plat showing location of proposed patio
_____ Scaled drawing showing design, and dimensions
including length, width, and height
_____ Type of materials used
_____ Color and Size
_____ Color Photograph showing existing rear or side façades of
house.

XIII. RAMPS & HANDRAILS

- _____ House Location Plat (showing location of proposed ramp on lot)
- _____ Drawing showing design and dimensions
- _____ Materials to be used
- _____ Color and Size
- _____ Color Photograph showing existing façades of house.

XIV. REPLACEMENT DOORS

- _____ Style (photograph, detailed sketch, or catalog photo)
- _____ Color and Size
- _____ Specify type of Material (wood, metal door, fiberglass, etc.)
- _____ Location of door installation
- _____ Color Photograph showing existing doors

XV. REPLACEMENT WINDOWS/WINDOW ADDITIONS

- _____ Style (photograph, or catalog photo)
- _____ Color and Size
- _____ Size of Window(s)
- _____ Location on House
- _____ If Window Addition, scaled drawing showing relationship of new window to existing windows
- _____ Color Photograph showing existing windows.

Please Note: Replacement windows should, ideally, be replaced on the entire house elevation (side of the house); partial replacement of windows on one elevation (side of the house) is not generally permitted.

XVI. SECURITY LIGHTS

- _____ Location of Installation
- _____ Style (photograph, sketch, or catalog photo)
- _____ Light Intensity
- _____ Color and Size of Fixture
- _____ Color Photograph showing existing front façade of house/garage

Please Note: Security lights may be installed with board approval to supplement but not replace existing "Neo-Colonial" style lighting.

XVII. SHEDS

- _____ House Location Plat showing location of shed on property
- _____ Color and Size
- _____ Materials: siding and roofing shingles
- _____ Specifications for slope of roof
- _____ Front elevation & measurements (length, width, and height)
- _____ Location of door on shed

_____ Color Photograph showing existing landscape and rear and sides house prior to the proposed shed installation.

Please Note: SMHOA requires that sheds match as closely as possible the color and architectural features of the home AND that they be screened or shielded from street view as much as possible.

XVIII. SKYLIGHTS

- _____ Not allowed on street-side of roof.
- _____ PIR application not needed for rear-facing skylights
- _____ Side-facing lights need to submit a PIR application
- _____ Style (photograph, sketch or catalog photo)
- _____ Color and Size
- _____ Location on Roof as marked on plat
- _____ Color Photograph showing existing roofline

Please Note: With few exceptions, SMHOA does not allow skylights located on the front of homes. Skylights should be located on the rear of homes.

XIX. STORM DOOR/STORM WINDOWS

- _____ Sketch or catalog photo
- _____ Style
- _____ Color and Size
- _____ Location on house as marked on plat
- _____ Please provide a color photo of what exists NOW.

XX. STRUCTURAL LANDSCAPING

- _____ Materials to be used
- _____ Drawing showing design and dimensions on lot
- _____ House Location Plat (showing area to be landscaped on lot)
- _____ If landscape timbers are to be used, how many and how placed?
- _____ Please provide a color photo of what exists NOW.

With the exception of temporary holiday ornamentation, all decorative objects, statutes, landscaping displays, fountains, ponds in street-facing yards require PIR submission.

XXI. RETAINING WALLS

- _____ Materials to be used
- _____ Scaled drawing showing design and dimensions
- _____ House Location Plat (showing location of wall on lot)
- _____ Please provide a color photo of what exists NOW
- _____ Color and Size

XXII. REPLACEMENT SIDING – VINYL/ALUMINUM

If identical to existing, no application is required. Otherwise:

- _____ Style (e.g. beaded, straight edge, etc).
- _____ Color –please submit a color sample of all proposed changes
- _____ Gutters and Downspout modifications and color
- _____ Color Photograph of house façade prior to the proposed change(s).

XXIII. WALKWAY/FRONT STOOP

- _____ House Location Plat (showing location of proposed walkway or walkway modification on lot)
- _____ Drawing showing design and dimensions as marked on plat
- _____ Materials to be used
- _____ Color Photograph showing existing walkways or landscaping

Approved by SMHOA/BOARD – 12/15/2015
Revised, 2015

Property Improvement Request (PIR) Form

SNOWDENS MILL HOMEOWNER ASSOCIATION-SMHOA

PROPERTY OWNER INFORMATION

Applicant's Name: _____ Owner _____ Renter _____
Property Address: _____
Home Telephone: _____ Work _____ Cell _____
E-MAIL ADDRESS: _____
Concept Approval Only _____ Full Approval Request _____

Note: Please refer to the Detailed Checklist of improvements/alterations included with this form (also available on the Snowdens Mill Website). Attach detailed diagrams with measurements and materials to be used on 8 1/2x11 inch paper. For new or existing structure modifications, a color photo is required. For new exterior paint colors, attach a color sample for each proposed change.

- Location of improvement/alteration:

- Description of improvement/alteration:

- Materials to be used for improvement/alteration:

- Notice to Neighbors (please attach letter of notification to neighbors):

- Timeframe for completion:

EXTERIOR PAINT CHANGE

No approval is required to repaint exteriors with the same/similar colors. Approval is required for NEW exterior paint and a color sample must be included with the application. Check for approved colors listed on the SMHOA Website or available from Community Associations, Inc.

Exterior to be painted: _____
Color Selection: _____

PROPOSED OR REPLACEMENT FENCES

Please attach plat plan showing exact location of proposed fence on property, including: dimensions; style and location of gate if applicable; drawing/description of the design. Include color photo of existing fence or proposed area to be fenced.

Modification: _____

Materials: _____

ND LEVEL DECK /ELEVATED DECK /PATIO WALKWAY

plat plan and scaled drawing showing design, elevation and dimensions. Please include a photo of the exterior to be modified.

Modification: _____

Color/Materials: _____

REPLACEMENT WINDOWS OR DOORS

No approval is required for windows or doors that are same/similar replacements. For all other modifications, include color picture or sample of proposed replacement.

Modification: _____

Color/Materials: _____

STORAGE SHED

Attach a plat plan and scaled drawing showing design, elevation and dimensions. Shed criteria available on Website. Include color photo of exterior area to be modified. **SHOW ON A PLAT THE AREA OF THE YARD WHERE THE SHED WILL BE LOCATED.**

Modification: _____

Color/Materials: _____

OTHER STRUCTURAL IMPROVEMENT

Please include a Plat Plan indicating where modification/s are to be done, front and side elevations, scaled drawings showing design, dimensions and relationship to house. Attach color photo of side of house where proposed change is to be made.

Modification: _____

Color/Materials: _____

Notice to Homeowner:

I understand that all exterior property modifications or alterations must be in accordance with the SMHOA's Declaration of Covenants, Conditions and Restrictions, the SMHOA's By Laws and Articles of Incorporation, the Architectural Control Committee's approval of such modifications, and **all State and County ordinances and relevant regulations. (and, if applicable, of Covenants, Bylaws and Articles of Incorporation applicable to any townhouse association).** I also understand that the Board may, at reasonable times, visit my property before, during, and after work is in progress for purposes of inspection. I recognize that the Board approval process does not extend to the engineering or structural soundness of the modification, improvement or alteration. Applications delivered or mailed to SMHOA's management company, Community Associations, Inc.

Applicant's Signature: _____ **Date:** _____

Color/Materials:

GROUND LEVEL DECK/ELEVATED DECK/PATIO WALKWAY

Attach a plat plan and scaled drawing showing design, elevation and dimensions. Please include a color photo of the exterior to be modified.

Modification:

Color/Materials:

REPLACEMENT WINDOWS OR DOORS

No approval is required for windows or doors that are same/similar replacements. For all other modifications, include color picture or sample of proposed replacement.

Modification:

Color/Materials:

STORAGE SHED

Attach a plat plan and scaled drawing showing design, elevation and dimensions. Shed criteria available on Website. Include color photo of exterior area to be modified. SHOW ON A PLAT THE AREA OF THE YARD WHERE THE SHED WILL BE LOCATED.

Modification:

Color/Materials:

OTHER STRUCTURAL IMPROVEMENT

Please include a Plat Plan indicating where modification/s are to be done, front and side elevations, scaled drawings showing design, dimensions and relationship to house. Attach color photo of side of house where proposed change is to be made.

Modification:

Color/Materials:

Notice to Homeowner:

I understand that all exterior property modifications or alterations must be in accordance with the SMHOA's Declaration of Covenants, Conditions and Restrictions, the SMHOA's By Laws and Articles of Incorporation, the Architectural Control Committee's approval of such modifications, and **all State and County ordinances and relevant regulations. (and, if applicable, of Covenants, Bylaws and Articles of Incorporation applicable to any townhouse association).** I also understand that the Board may, at reasonable times, visit my property before, during, and after work is in progress for purposes of inspection. I recognize that the Board approval process does not extend to the engineering or structural soundness of the modification, improvement or alteration. Applications delivered or mailed to SMHOA's management company, Community Associations, Inc.

Applicant's Signature: _____ **Date:** _____

Mail or Deliver to: Comsource Management, Inc. 3414 Morningwood Drive, Olney,

MD 20832, fax at 301-924-7340, or via email at clasky@comsource.com

FOR SMHOA USE ONLY

Date Application received ____/____/____

Date Additional information requested ____/____/____ **Received** ____/____/____

Date Application

Approved ____/____/____ **Signature** _____

Date Application

Disapproved ____/____/____ **Signature** _____

Reason(s) for Disapproval:

Additional Comments:

Note: If the property is located within a townhouse association, approval of SMHOA and the townhouse association is required. Approval by one organization does not constitute approval by the other organization.

**FOR SMTA USE ONLY
(if applicable)**

SMTA1: _____

SMTA2: _____

Date Application received ____ / ____ / ____

Date Additional information requested ____ / ____ / ____ **Received** ____ / ____ / ____

Date Application Approved ____ / ____ / ____ **Signature** _____

Date Application Disapproved ____ / ____ / ____ **Signature** _____

Reason(s) for Disapproval:

Additional Comments:

Note: If the property is located within a townhouse association, approval of SMHOA and the townhouse association is required. Approval by one organization does not constitute approval by the other organization.