

# **PINEY STATION HOMEOWNERS ASSOCIATION**

## **Minutes for April 7, 2005 Board Meeting**

**Attendance:** Joe Sanders (President), Ted DeGraff (Treasurer), and Susan Kavesky (Secretary)

**Absent:** Josh Ferguson (Member at Large)

**Guests:** Mr. David Jernigan (ProCom)

**Next Meeting:** June 2, 2005 – 6:00 p.m. – Piney Orchard Community Center

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### **1) Convene**

A quorum being present the president called the meeting to order at 6:04 p.m.

### **2) Approval of the previous Board meeting minutes**

A previous motion was made and seconded to accept the April 7, 2005 minutes.

### **3) Presidents Report**

Joe introduced the following Board of Directors:

President	Joe Sanders
Vice President	(Vacant)
Treasurer	Ted DeGraff
Secretary	Susan Kavesky
Member at Large	Josh Ferguson

Joe introduced the following Committee Chairs:

Architectural Review	Josh Ferguson
Public Grounds	Robbie Mamula
Communications	Chris DeMay
Security	Susan Kavesky
Social	Scott Reinhart

Joe confirmed the following Piney Station Home Owners Association meeting dates:

June 2, 2005	6:00 p.m. at Piney Orchard Community Center
August 4, 2005	6:00 p.m. at Piney Orchard Community Center
November 3, 2005	6:00 p.m. at Piney Orchard Community Center (Annual)
December 1, 2005	6:00 p.m. at Piney Orchard Community Center

Joe advised that he recently received an e-mail from the POCA in regard to the proposed traffic measures. Joe indicated that there are presently four sites targeted for improvements to slow down traffic. The average speed on Strawberry Lake Way is 58 mph. In addition, a marked crosswalk was proposed at the running trail. A motion was made to accept the proposals of POCA and seconded.

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Joe advised that McDonogh Farms landscaping duties include mulching, maintenance of the pet station and general maintenance of the grounds. Joe also advised that he received correspondence from a resident who was concerned over a recent dumping of clippings in the protective forest area and McDonogh was advised of this unacceptable dumping and corrected the problem immediately.

Joe advised the McDonogh Farms has provided an estimate for a landscaping design for the circle. Said estimate is \$850.00. After discussion a motion was made and seconded to move forward with this project.

Joe advised that the striping is going to be fixed where needed. In addition, there two white parking lines missing on Ivy Landing Way and this will be fixed as soon as possible

## **4) Treasurer's Report**

Ted DeGraff gave the treasurer's report. Ted indicated that Piney Station is within the 2005 budget. The audit process for 2004 has begun. Ted indicated that next years budget will need to be adjusted for the amount spent on yearly audits.

Ted also advised the status of the delinquent accounts and stated that there are presently 12 past due accounts totaling \$2128.30.

Joe advised that the taxes have been completed and submitted. A copy of the taxes is on file at Pro Com

## **5) Committee Reports**

### **Architectural Review**

No report available.

### **Public Grounds**

Robbie was unable to attend, however, provided the Board Members with an e-mail regarding actions that have been taken thus far. Robbie indicated that the tree stumps in Section I are no longer under warranty and no determination can be made as to whom and why the trees were taken down. Robbie proposed having the trees replaced with new trees or have the area grazed and seeded. Robbie advised that in Section II, any tree stump is still under warranty and will be replaced.

Robbie advised of a street light out and an action to correct this was noted.

### **Communications**

Chris advised that he is presently working on the newsletter and would like to get it out quickly. Chris also suggested setting up an e-mail list for people who would like the newsletter e-mailed to them. Chris asked that anyone interested in that should contact him via e-mail at pineystation@yahoo.com.

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## **Security**

No report available.

## **Social**

No report available.

## **6) Pro Com Report**

David gave a report regarding current and pending ARC Request Forms. Joe indicated that he did need to look at one specific request as he believes it is in violation of the guidelines.

David advised that a letter had been sent out regarding the Grayson Home sales signs at the entrance to the neighborhood and asked that they be removed.

David advised the status of a couple or residents who still have Christmas trees in there backyard. A letter was sent to the residents regarding the same.

David indicated that a letter had been sent to a resident in regard to repairing the fence at that residence. If fence is not repaired by April 30<sup>th</sup> another letter regarding repairing the fence will be sent out.

In addition, a few letters regarding the removal of trash cans were sent out again.

David advised that a work order had been done in regard to relocating the towing signs and that it has been completed.

David gave a quick brief of the delinquent accounts and indicated that the reminder letters to residents with delinquent accounts are working very well. However, three residents have received a Notice of Intent to File a Lien.

David advised that a few facilities have contacted him in regard to collection accounts. David advised that in his opinion Chesapeake Collections should be contacted in regard to collection of accounts. A motion to accept Chesapeake Collections was made and accepted.

David advised that an audit of the financial statements of Piney Station was conducted and in compliance.

## **7) Discussion of Old Action Items**

The issue regarding a resident with holiday lights still up has been resolved. A discussion regarding whether a time line should be implemented for next year in regard to when lights should go up and come down was presented and the Board feels, at this time, is not necessary. This will be discussed at a later date if needed.

The issue regarding engine oil that needed to be cleaned is thought to have been taken care of by the recent weather.

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Parking stickers have been received and will be sent out in the next week with the appropriate information and the enforcement of the regulations regarding the same.

### **8) Discussion of New Action Items**

McDonough needs to be contacted about indicating the landscaping work, including the Tot Lot, and the designs for the circle. In addition, a cost for clean up done in the community needs to be inquired upon.

American Striping needs to finalize its painting work.

Chesapeake Collections needs to be contacted in regard to the collection accounts.

A proposal is needed in regard to constructing a basketball court.

Joe was to review one specific architectural request.

### **9) Homeowners Forum**

One resident was concerned about the protective area and what can and cannot be done in the protective areas. Joe advised of the County rules and regulations regarding the same.

One resident was concerned about snow removal and when and where the snow plowing would take place. Joe advised that of the current situation and would look into suggestions for next year's snow plow arrangement.

Another resident was concerned about the signs and wanted to get more signs. Joe advised that this issue has been brought up numerous times and the Board and residents believe that this would industrialize the community. This issue will be looked at more closely as the summer months approach and more activity starts to take place in the community.

Once again, Joe advised all residents that have questions and concerns to send an e-mail to the Piney Station e-mail account.

### **10) Special Forum – Architectural Guidelines**

The present Board Members gave a description of the proposed architectural guidelines to include, but not limited to, antennas, attics and ventilators, awnings, clothes lines, decks, under deck storage, dog houses, exterior air conditioners, exterior decorative objects, exterior lighting, exterior painting, fences, hot tubs, landscaping, patios, real estate signs, play equipment, satellite dishes, security bars, solar panels, storage sheds, storm doors, and trash containers. (See attached).

A copy of the proposed guidelines will be posted on the website for all residents to review and comment.

Cindy Lefler volunteered to fill the vacant Vice President position for the remaining year.

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### **11) Closure**

A motion was made and the meeting was adjourned at 7:57 p.m.

Submitted by:

Susan Kavesky, Secretary  
Piney Station at Piney Orchard HOA

# **PINEY STATION HOMEOWNERS ASSOCIATION**

## **Piney Station Architectural Guidelines**

These guidelines are intended to serve as a reference resource to assist homeowners in accomplishing modifications they may wish to undertake relative to their homes. As specific or new situations arise, additional guidelines or modifications to these guidelines shall be issued.

The primary purpose of these supplemental guidelines is the following:

- Maintain consistency with the overall design concept for Piney Station at Piney Orchard.
- Promote harmonious architectural and environmental design qualities and features.
- Promote and enhance the aesthetic qualities of Piney Station at Piney Orchard.

### **Modifications Requiring Review and Approval by the Architectural Review Committee**

All changes, permanent or temporary, to the exterior appearance of a building or lot are subject to review and approval by the Architectural Review Board. The review process is not limited to modifications, additions or alterations, such as adding a fence, deck or patio; it includes such minor item changes as changes in color and materials. Approval is also required when an existing item is to be removed or replaced.

Several exceptions to the review requirements are as follows:

1. Building exteriors shall be repainted or re-stained provided that there is no color change from the original. Similarly, exterior building components shall be repaired or replaced so long as there is no change in the type of material and color.
2. Minor landscape improvements will also not require an application. This includes foundations plantings, or single specimen plantings. In general, landscape improvements on a small scale which do not materially alter the appearance of the lot, involve a change in topography or grade, or which are not of sufficient scale to constitute a natural structure, will be exempt from the design review process.

If there is any doubt as to whether or not a proposed exterior change is exempt from design review and approval, homeowners shall first seek clarification from and Architectural Review Committee representative before proceeding with the improvement.

The criteria listed below shall provide the basis for evaluation of individual design proposals by the Architectural Review Committee:

1. Design compatibility
2. Scale (height, width, and depth as a minimum)
3. Impact on neighbors
4. Colors and materials
5. Relationship to the environment

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Unless notified to the contrary, homeowners shall mail applications for architectural review to the following address:

Architectural Review Committee  
Piney Station at Piney Station HOA  
C/O Professional Community Management, Inc.  
2139 Espey Court, Suite 6  
Crofton, MD 21114

All applications shall include a complete and accurate description of the proposed improvements. Supporting exhibits will frequently be required. For example, a plat map showing the dimensions and location of the proposed improvement, architectural drawings or plans as applicable, landscape plans, material and color samples.

Architectural Review Committee approval does not negate the possible requirements of an Anne Arundel County permit. In cases where any County criteria conflicts with Piney Station Architectural Review standards and guidelines, the more restrictive criteria shall apply.

Specific design standards for Piney Station homes shall include the following:

1. **Antennas.** Exterior antennas are prohibited, except to the extent required to be permitted by applicable law.
2. **Attic Ventilators.** Attic ventilators and turbines are permitted if painted to match the color of the roof (if roof mounted) or the color of the house siding or trim (if mounted on the gable end). Ventilators and turbines shall be mounted on the least visible side of the ridgepole so as to minimize their visibility.
3. **Awnings.** In general, exterior awnings shall be prohibited
4. **Clothes lines.** Clothes lines or similar apparatus for the exterior drying of clothes shall not be permitted.
5. **Decks.** All decks shall be approved by the Architectural Review Committee prior to installation, including but not limited to size, location, compatibility, design, and color. Please note that only wood and composite material of natural color shall be used.
6. **Under Deck Storage.** Elevated decks have an under deck area which can have unattractive visual impact on adjoining neighbors, particularly used as a storage space. The use of decorative screening or landscaping to minimize visual impacts is encouraged and shall be required by the Architectural Review Committee.
7. **Dog Houses and Dog Runs.** Dog houses and dog runs are prohibited.
8. **Exterior Air Conditioners.** Individual air condition units extending from windows are prohibited.
9. **Exterior Decorative Objects.** Approval shall be required for all permanent exterior decorative objects, whether natural or manmade, which are not part of the original construction design, either as a standard or optional feature.

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All exterior decorative objects shall be evaluated in terms of their general appropriateness, size, location, compatibility with architectural and environmental design qualities and visual impact on neighborhoods and the surrounding areas.

**11. Exterior Lighting.** Lighting which is part of the original structure shall not be altered without prior approval of the Architectural Review Committee. Proposed replacements or additional fixtures shall be compatible in style and scale with the applicant's house.

No exterior lighting shall be directed outside the applicant's property. Proposed or additional lighting shall not be approved if it will result in an adverse visual impact to adjoining neighbors due to location, wattage or other features.

**12. Exterior Painting.** An application is not required in order to repaint re-stain an object to match the original color. However, all exterior color shall be approved. This requirement applies to siding, doors, shutters, trim, railings, roofing, decks, fences, and other appurtenant structures.

Specific limitations and requirements for color changes shall be addressed in design guidelines for individual clusters.

**13. Fences.** Guidelines for the construction and approval of fences are provided below. See supplemental page at the end of this document for additional specifications including diagrams.

- a) Chain Link Fences. Chain Link fences and chain link fencing material shall not be approved under any circumstances.
- b) Lot Line Fences. Privacy fences shall be constructed as lot-line fences to enclose only rear yards. No lot-line fences shall be erected for the front and side yards.
- c) \*Privacy Fencing. Privacy fencing shall be used to enclose the rear yards of attached dwellings. Only board-on-board fencing shall be used. Privacy fence shall not exceed six feet in height. Decorative screening to provide privacy for a deck or patio shall be considered.

\*See attached diagrams for detailed specifications.

- d) Specialty fences: provided by builder or developer are not subject to these guidelines.

**14. Hot Tubs/Spas.** The incorporation of hot tubs as an architectural feature of decks and/or patios is encouraged. The exterior finish of an elevated hot tub shall blend with the exterior finish of the home, deck or patio to which attached or most closely related.

Exterior hot tubs or spas shall be located in the rear yard adjacent to the dwelling unit. Hot tubs or spas are required to be placed on the ground level in a fenced in yard. All hot tubs or spas shall be required to have a cover with a lock.

**15. Landscaping.** In general, a design review application is not required for minor landscape improvements with the following exceptions:

- a) Approval is required for plantings to form a hedge or natural screen and which will attain more than two (2) feet in height. In particular, hedges located forward of the front plane of the house.

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- b) An application is required for the installation of railroad ties, garden timbers, stones or similar structures that will form a wall over 12 inches high and 8 feet long.
- c) A proposed improvement which is of such a scale or type as to be inconsistent with the existing design features of the home, adjacent units and the surrounding area will require approval. Examples include the substantial or total removal of turf and replacement with another material, such as mulch, gravel, plants shrubbery or trees.
- d) Vegetable gardens require approval.

16. **Patios.** All patios require approval. Patios shall generally be located in rear yards, although side yard applications will be evaluated on their individual merit.

Any adverse drainage requirements which might result from the construction of a patio shall be considered and remedied. The use of a partially porous patio surface or the installation of mulch beds adjacent to the patio are methods to eliminate drainage concerns.

17. **Real Estate Signs.** Only signs advertising a property for sale shall be displayed. Such signs shall meet applicable County regulations with respect to the size, content and removal. Signs shall only be placed in the front yard of available properties.

18. **Recreation and Play equipment.** Semi-permanent play equipment which either constitutes a structure (as defined in the covenants) or is appurtenant to an existing structure, requires approval. Examples include sandboxes, playhouses, swing-sets etc. The following factors shall govern approval of such equipment:

- a) Location. Such equipment shall be placed in rear yards.
- b) Scale and Design. The equipment shall be compatible with the lot size. The design and any visual screening are additional considerations in evaluating whether or not there will be an adverse visual impact.
- c) Color and Materials. Equipment constructed of wood and left in a natural condition to weather is encouraged. Metal play equipment shall be painted solid earth tones (i.e., brown, tan, dark green) to blend with the natural environment.
- d) Basketball Backboards. Backboards shall not be allowed.

19. **Satellite Dishes.** Satellite dishes are prohibited except to the extent required to be permitted by applicable law.

20. **Security Bars.** In general, the use of security bars or grates on windows and doors shall be prohibited. Homeowners concerned about security of their residences are advised to consider alternatives, including alarms and sophisticated lock systems.

21. **Solar Panels.** Solar panels are prohibited.

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22. **Storage Sheds.** An inappropriately located or poorly designed storage shed can visually detract from an otherwise pleasing and architecturally harmonious residential environment.

- a) **Location.** The storage shed must be located so that one side of the structure abuts, or is formed by, either the rear wall of the house or the interior of approved privacy fencing. At no point may shed height exceed that of adjacent fencing. Exceptions will be considered when the grade or slope of the land interferes with the actual height of the fence.
- b) **Materials and Finish.** The exterior walls and doors of sheds attached to privacy fencing must be constructed of either wood whose color and finish is similar to that of the fence or of the siding of the exterior materials of the house. Shed roofs must be similar in color and materials to that of the house. Sheds that have a shingled roof should match those of the house. Metal sheds are prohibited.
- c) **Removable Storage Sheds:** Heavy duty rubber or unbreakable plastic or composite storage sheds that are portable and temporary in nature, (i.e., not permanently attached to the house or a fence) may be approved providing that should be; (1) not visible from Piney Station's common areas; (2) minimally visible by neighbors, (3) secured under decks with screening; and (4) aesthetically harmonious with the home in terms of color and texture/finish (e.g., pebbled, muted, dull).

23. **Storm/Screen Doors.** In general, storm/screen doors which are full view, with or without a kickplate, (no panels) and which are painted the same color as the unit door to which attached or are painted the same color as exterior door trim, are appropriate shall be approved.

24. **Trash Containers.** All trash containers shall be stored in the rear yard of homes.