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GREENCASTLE MANOR CONDOMINIUM NO. 2  
ARCHITECTURAL GUIDELINES

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As adopted by the Board of Directors  
THE UNIT OWNERS OF  
GREENCASTLE MANOR CONDOMINIUM NO. 2, INC.

Silver Spring, Maryland 20904

March 1984

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GREENCASTLE MANOR CONDOMINIUM NO. 2

ARCHITECTURAL GUIDELINES

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Introduction

The Architectural Advisory Committee and the Board of Directors of Greencastle Manor Condominium No. 2 have given considerable attention to the varying preferences and concerns of homeowners in adopting architectural guidelines for this condominium community. The guidelines adopted to date are presented here to assist homeowners in planning exterior home improvements for their respective units and are designed to maintain the character, compatibility and common architectural scheme of the development.

All Greencastle homeowners are urged to read these guidelines carefully, and are reminded that, according to the By-Laws of the Condominium, unless otherwise indicated in these guidelines, all proposed alterations require advance approval of the Board of Directors, prior to the commencement of work. The By-Laws vest considerable powers in the Board of Directors in the event of non-compliance with these provisions, including the requirement that the unapproved alteration be removed. Once proposed alterations have been approved and completed, the homeowner will be provided with a Certificate of Compliance, which should be retained. Under Maryland law, upon sale of a unit, the homeowner is required to provide a resale certificate from the Condominium Association attesting to compliance with the By-Laws, including approval for any alterations.

A standard Alteration Request Form is attached for your use. This form should be retained, and photocopied when needed. In order to enable the Board to act timely on requests, effective immediately, all new requests for approval must be filed, in duplicate, on an Alteration Request Form. One copy of the form will be returned to the homeowner, indicating approval or denial, and the second copy will be retained in the files of the Architectural Advisory Committee.

The Architectural Advisory Committee and the Board of Directors will respond as promptly as possible to all alteration requests and to homeowner questions concerning these guidelines, and will respond to alteration requests within thirty (30) days of their receipt.

The following areas have been specifically addressed by the Architectural Advisory Committee and the Board of Directors, and are presented here to identify certain types of alterations or modifications which can be performed without Board approval, and those types which do require prior Board approval. Homeowners performing alterations not requiring Board approval, completed in conformity with these guidelines, will be issued a Certificate of Compliance upon completion of the alterations and written request to the Architectural Advisory Committee.

I. Storm Doors

A. Although the simplicity of design makes the full-

view storm door the preferred style, both full-view and half-view storm doors are acceptable. (NOTE: Full-view doors are uniformly constructed with safety-tempered glass.)

B. All storm doors should be free of grills and ornamental attachments.

C. The glass panes in all storm doors should have straight edge frames. Scallop or similiar style edging is not permitted.

D. No later than thirty (30) days from the date of installation of the storm door, the storm door is to be painted the same color as the present color of the front entrance door. Storm doors already installed or installed prior to June 1, 1984 should be so painted by July 1, 1984.

E. Board approval for storm doors installed in full conformity with these guidelines will not be required. Any questions regarding the acceptability of a storm door design should be resolved by obtaining an opinion from the Board.

## II. Door Alterations

A. Small door knockers and peepholes may be attached to the front door without approval of the Board; the same is true as to electric or non-electric doorbells.

B. Nameplates and changes in the style of light fixtures or house numbers do require Board approval.

### III. Repairs

A. All repairs or replacements that match the original building materials in style and color do not require Board approval.

B. The use of materials which do not match the original construction style and color do require prior Board approval.

### IV. Decks and Patios

A. All decks and patios require Board approval, prior to the commencement of construction.

B. All decks should be constructed of the same material and design used by the applicable builder/developer of the project. No patio shall be constructed in a manner which would alter the existing pattern of drainage.

C. Decks and patios must be kept well-maintained and in a safe condition.

D. For reasons of tort liability and insurance, a building permit demonstrating compliance with the Montgomery County Building Code must be submitted for deck approval.

### V. Fences

A. The material, maximum height and style of fences shall be the same as used in existing privacy fences.

B. The rear yard of a unit may be fully enclosed by

a fence.

C. No fence may extend beyond the rear yard of any unit; nor may it exceed the width of the unit.

D. Gates in the fence are acceptable.

E. All fencing, excluding repair or replacement of existing fencing, require prior Board approval.

#### IV. Flags

A. Flagpole holders or brackets which are painted a color compatible with the color scheme of the unit do not require Board approval.

B. Permanent flagpoles are not permitted.

#### VII. Signs

A. One "For Sale" sign is permitted per unit, no larger than three feet square. The wording on the sign may be subject to Board approval.

B. "For Sale" signs are permitted only within three feet of the front of the unit involved.

#### VIII. Lawn Ornaments and Plant Containers

A. Cement, plastic or ceramic bird baths, figurines or any other type of ornaments are not acceptable in any area.

B. Board approval of plant pots, tubs or other such

containers is only necessary as to those plant containers which are oversized or their placement is of a permanent nature. There shall be a maximum of three (3) plant containers in front of a unit.

#### IX. Outbuildings

Consistent with the By-Laws and a desire to preserve the open spaces within the community, outbuildings and sheds of any kind are not permitted.

#### X. Window Shutters

A. The addition or replacement of window shutters of the same design and material now utilized do not require Board approval.

B. Shutters shall be painted the same color as the front entrance door or applicable trim.

#### XI. Landscaping

A. All trees or shrub plantings in general common areas require prior Board approval.

B. Shrubs and trees under three feet in height may be planted within three feet of the unit without Board approval. All such plants over three feet in height or more than three feet from the unit do require prior Board approval.

C. Landscape Borders: Garden areas adjacent to a unit

may be enclosed by landscape timbers of natural or stained wood compatible with the color of the unit. The borders may not extend more than three feet from the unit's exterior walls. Borders must be anchored to the ground to prevent displacement. They may be no higher than twelve (12) inches above ground level. Border areas must be kept in good repair and should not be used, other than for temporary periods, for the storage of lawn implements, lawn furniture or toys. Borders constructed in compliance with these guidelines do not require Board approval.



**ALTERATION REQUEST FORM  
GREENCASTLE MANOR CONDOMINIUM No. 2**

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Date of request: \_\_\_\_\_

Property Address: \_\_\_\_\_

Name Of Homeowner (s): \_\_\_\_\_

Telephone Numbers: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

**DESCRIPTION OF ALTERATION DESIRED** (Please provide all pertinent information, describing kind of materials or products to be used, dimensions and location. Attached a sample of paint or stain color, if applicable. For structural modifications, ground plantings, fencing and decks, please attach a sketch, clipping or photograph of the proposed alteration.)

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(ATTACHED ADDITIONAL SHEETS, IF NECESSARY)

**TERMS AND CONDITIONS:**

1. I understand and agree that work on the proposed alteration or modification will not commence until written approval of this Alteration Request by the Board of Directors has been received by me.
  
2. A review of this Alteration Request will be completed within thirty (30) days of its receipt by the Architectural Advisory Committee.

3. A Certificate of completion will be provided to me upon completion of the approved alteration.
4. Any approval of this Alteration Request by the Board of Directors shall be valid for a period of (6) months, but may be renewed upon the request of the homeowner.
5. I represent and warrant that the proposed alteration will be completed in strict conformity with the Alteration Request as approved by the Board of Directors.
6. If I disagree with the Board's decision, I am entitled to a hearing at the next regularly scheduled meeting of the Board.

SIGNED: \_\_\_\_\_  
(Homeowner)

**MAIL OR DELIVER TO:**

**Stephen Groh, President**  
3445 Bruton Parish Way  
Silver Spring, MD 20904

or

**Abaris Realty, Inc.**  
12009 Nebel Street  
Rockville, MD 20852  
Attn: Shireen Ambush (Fax: 301-468-0983)

**DO NOT WRITE BELOW THIS LINE**

THIS ALTERATION REQUEST IS HEREBY: DATE: \_\_\_\_\_

( ) APPROVED IN ITS ENTIRETY

( ) APPROVED, SUBJECT TO THE FOLLOWING RESTRICTION OR MODIFICATION:

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

( ) DENIED, FOR THE FOLLOWING REASON: \_\_\_\_\_

\_\_\_\_\_

THE UNIT OWNERS OF GREENCASTLE MANOR CONDOMINIUM No. 2, INC.

FOR THE BOARD OF DIRECTORS:

BY: \_\_\_\_\_

Stephen Groh, President