

**THE BROWNSTONES AT PARK POTOMAC HOMEOWNERS
ASSOCIATION, INC.**

EXTERIOR MODIFICATION RULES AND REGULATIONS

Revised - February 6, 2023

RECITALS

WHEREAS, pursuant to Article III, Section 3(c)(ii) and (x) of the Declaration of Covenants, Conditions and restrictions of The Brownstones at Park Potomac (the "Declaration"; capitalized used and not otherwise defined herein shall have the respective meanings ascribed to such terms in the Declaration), the Board of Directors has the power and obligation to (i) establish such reasonable rules and regulations as may be necessary to govern the use of the Property within The Brownstones at Park Potomac Homeowners Association (the "Association") and (ii) to regulate the external design and appearance of the Lots and Living Units in such manner as to preserve and enhance values ; and

WHEREAS, the Board of Directors deems it necessary and advisable to create rules and regulations for exterior modifications in order to (i) preserve and enhance values of the Property and the Living Units, (ii) avoid activities deleterious to the aesthetic or property values of the Property, (iii) maintain a harmonious relationship among the structures and the natural vegetation and topography, and (iv) comply with the Park Potomac Architectural Guidelines; and

WHEREAS, pursuant to Article III, Section 4 (b) of the Declaration, all exterior modifications to any Living Unit must be approved by the Architectural Review Board (the "ARB") as to safety, harmony of external design, color and location in relation to the surrounding structures and topography and conformity with the design concept for the community and with the Park Potomac Architectural Guidelines; and

NOW THEREFORE, the following rules and regulations are adopted by the Board of Directors

1. WINDOWS

- A. Requirement to Match Existing Windows. The ARB shall not approve any application to replace windows in a Living Unit unless the proposed replacement window is one of the windows reviewed and chosen by the association's architectural firm to be as close as possible in exterior profile, measurement, width, height, depth, and color as the windows to be replaced. Refer to the *Window Modification and Maintenance Application* for the Pre-Approved Windows.

B. Applications for the Replacement of Windows Not Covered by Paragraph A. In the event that an applicant has sought approval for the replacement of windows in a Living unit with windows not covered under paragraphs A above, the following rules shall apply:

1. Review by Architect. The ARB shall require that the applicant provide complete plans and specifications showing the shape, height, width, profile and color, a sample of the proposed window and such other information specified by the ARB. The applicant's package and sample window shall be provided to the Association's Architect as specified by the Board of Directors for review as to harmony of external design and color in relation to the surrounding structures and conformity with the design concept for the community and with the Park Potomac Architectural Guidelines. The ARB shall request that the Architect submit his recommendation in writing to the ARB and the Board of Directors.
2. Review Fee. The applicant shall pay to the Association a fee of \$750.00 at the time the application is submitted to the ARB.
3. Recommendation by the Architect. The ARB shall give more weight to the Architect's recommendation than any other single factor. In the event that the ARB chooses to approve a window replacement application against the recommendations of the Architect, the ARB shall submit its reasons for approval in writing to the Board of Directors. The approval of the application shall not be considered final until the Board of Directors ratifies the ARB's decision.

2. DOORS and EXTERIOR LIGHTS

A. Requirement to Match Existing Doors and Lights. The ARB shall not approve any application to replace a door or light in a Living Unit unless the proposed replacement door or light is substantially similar in exterior appearance (including, without limitation, exterior profile, measurement, width, height, depth and color) to the existing door or light in that Living Unit without following the procedures set forth herein.

B. Previously Approved Doors and Lights. If the proposed replacement door or light has been previously approved by the ARB or by the Board, the ARB may approve the application provided the color matches the existing color of the applicant's Living Unit.

C. Applications for the Replacement of Doors or Lights Not Covered by Paragraphs 2A, 2B In the event that an applicant has sought approval for the replacement of a door or light in a Living Unit with a door or light not covered under paragraphs A or B above, the following rules shall apply:

- I. Review by Architect. The ARB shall require that the applicant provide complete plans and specifications showing the shape, height, width, profile and color, a sample of the proposed door or light and such other information specified by the ARB. The applicant's package and sample door shall be provided to the Association's Architect for review as to harmony of external design and color in relation to the surrounding structures and conformity with the design concept for the community and with the Park Potomac Architectural Guidelines. The ARB shall request that the Architect submit his recommendation in writing to the ARB and the Board of Directors.
2. Review Fee. The applicant shall pay to the Association a fee of \$750.00 at the time the application is submitted to the ARB.
3. Recommendation by the Architect. The ARB shall give more weight to the Architect's recommendation than any other single factor. In the event that the ARB chooses to approve a door or light replacement application against the recommendations of the Architect, the ARB shall submit its reasons for approval in writing to the Board of Directors. The approval of the application shall not be considered final until the Board of Directors ratifies the ARB's decision.

3. PAINT COLORS

The Board of Directors hereby notes that the existing paint color scheme was carefully chosen to promote architectural and design harmony. The Original Colors are found within the ***Exterior Painting Modification and Maintenance Application*** and on the Brownstone's website under **House Maintenance**. No changes in paint color shall be approved without following the procedures set forth herein.

- A. Review by Architect. The ARB shall require that the applicant provide color samples and such other information specified by the ARB. The applicant's package and color sample shall be provided to the Association's Architect for review as to harmony of external design and color in relation to the surrounding structures and conformity with the design concept for the community and with the Park Potomac Architectural Guidelines. The ARB shall request that the Architect submit his recommendation in writing to the ARB and the Board of Directors.
- B. Review Fee. The applicant shall pay to the Association a fee of \$750.00 at the time the application is submitted to the ARB.
- C. Recommendation by the Architect. The ARB shall give more weight to the Architect's recommendation than any other single factor. In the event that the ARB chooses to approve a color change application against the recommendations

of the Architect, the ARB shall submit its reasons for approval in writing to the Board of Directors. The approval of the application shall not be considered final until the Board of Directors ratifies the ARB's decision.

4. ROOFS and DECKS

Refer to the ***Brownstones Roof Modification and Maintenance Application*** or the ***Deck Membranes and Composite Decking Modification and Maintenance Application***

The documents contains important information regarding the replacement and repair of our roofs and decks

It is in your best interest to follow the information closely.

(A.) Requirement to Use A Roof Material Approved by Our Consulting Architect and Decking materials designated on the application form for decks.

Currently Ecostar is the only approved replacement for our “slate” roofs. “Slate” roofs are Installed on all the front elevations and on the front and rear elevations of end units. The rear elevations of internal units are CertainTeed shingles. The specific details for ordering the correct colors are found in the *Roof Application*.

Specific Duradek colors and Trex colors have been pre-approved and can be found in the *Deck Application*.

(B.) Approval of a Roofing or Decking Material Not Currently Pre-Approved by Our Consulting Architect

If you seek approval of a roofing material or decking material not currently approved the following rules shall apply:

1. Review by Architect The ARB shall require that the applicant provide complete specifications of the proposed roofing material or decking material, including but not limited to the dimensions, color, and a sample of the roofing or decking material. The applicant’s package will be submitted to the Association’s Architect as specified by the Board of Directors for review as to the harmony of external design, texture, and color, in relation to the surrounding structures and conformity with the design concept for the community and with the Park Potomac Architectural Guidelines. The ARB shall request that the Architect submit his/her recommendation in writing to the ARB and the Board of Directors.
2. Review Fee The applicant shall pay to the Association a fee of \$750 at the time the application is submitted to the ARB.
3. Recommendation by the Architect The ARB shall give more weight to the Architect’s recommendation than any other single factor. In the event that the ARB chooses to approve a roof replacement application against the recommendation of the Architect, the ARB shall

submit its reasons in writing to the Board of Directors. The approval of the application shall not be considered final until the Board of Directors ratifies the ARB's decision.

CONFLICTS of INTEREST

No member of the ARB or the Board of Directors shall vote on any Exterior Modification Application for that member's own Living Unit or use their position or decision making authority for personal gain, or accept any gifts directly or indirectly from owners, contractors, or suppliers.

CONFLICTS

In the event of a conflict between these Rules and Regulations and the Declarations and Bylaws of the Association, the Declaration and Bylaws will govern.

EFFECTIVE DATE

These Rules and Regulations are effective immediately upon adoption by the Board of Directors.