

ARCHITECTURAL DESIGN GUIDELINES
FOR
HARBOR WALK
BALTIMORE, MARYLAND



HARBOR WALK TOWNHOUSE ASSOCIATION

Approved by the Board of Directors on September 14, 2005
As amended July 8, 2009

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Introduction

Amendment July 2009

The Board of Directors approved on July 8, 2009 an amendment regarding landscaping. See Page 14.

Introduction to Third Edition: August 2005

The Board of Directors is pleased to share with all home owners in Harbor Walk this third edition of the *Architectural Design Guidelines*. As with the predecessor editions, the *Guidelines* is a living document intended to evolve as our community evolves. The focus, however, remains unchanged: to preserve the architectural integrity of our community while encouraging the sensitive expression of individual tastes.

As a home owner in Harbor Walk, you are obligated to adhere to these *Guidelines* in making any repairs, alterations or additions to the exterior of your home. Please review carefully the Frequently Asked Questions section on page 5 which outlines the responsibilities of the home owner and the Board and describes the process by which owners obtain approval for exterior changes.

Introduction to Second Edition: June 1996

We are pleased to provide you with this revised edition of Guidelines for your use as you contemplate exterior repairs, alterations or additions to your Harbor Walk home.

As these revisions attest, the Guidelines is a living document, intended to evolve as our community evolves. The focus, however, remains unchanged: to preserve the architectural integrity of our community while encouraging the sensitive expression of individual tastes.

Included with the Guidelines are excerpts from the Harbor Walk Townhouse Association Declaration. The Declaration, to which all of us have bound ourselves upon purchase of our homes, places certain restrictions on the use, maintenance and architecture of our homes. You should become familiar with the Declaration and the Guidelines before making any repair, alteration or addition to the exterior of your home.

The Harbor Walk Townhouse Association is charged with enforcing the Declaration. Please let us help you make certain that your proposed repair, alteration or addition satisfies the standards incorporated in the Declaration and expanded in the Guidelines. Contact any member of the Harbor Walk Townhouse Association's Board of Directors for assistance. Because the membership of the Board of Directors is subject to change, the names and telephone numbers of Board members are regularly published in the Association's newsletter. You may also direct written inquiries to the Association at Post Office Box 13262, Baltimore, Maryland 21203.

Introduction to First Edition: June 1985

The Architectural Review Committee of the Harbor Walk Townhouse Association, Inc. is pleased to present you with this detailed set of Guidelines to assist you as you contemplate exterior repairs, alterations or additions to your home.

The Guidelines is the combined result of the experience of the Committee over the past three years and many hours of discussion and deliberation with the Association's architectural consulting firm, Walter Schamu and Associates. In developing the Guidelines, we consulted with the original designer of Harbor Walk, Charles Center Inner Harbor Management, and the Baltimore City Departments of Planning and Housing and Community Development, as well as with members of the Otterbein Community Association. Proposed Guidelines were made available to all members of the Association, reviewed at a public meeting on April 24, 1985, redrawn in part and finally adopted by the Association's Board on June 20, 1985.

In addition to setting forth specific design standards for the types of requests for repairs and changes that we anticipate will be submitted as Harbor Walk continues to grow and develop, the Guidelines explains how the architectural design covenants affect your property, and the procedures that are followed by the Architectural Review Committee.

The goal of the Guidelines is to encourage to the greatest extent possible the sensitive expression of individual tastes, while at the same time preserving the architecture integrity of our community and maintaining it as an attractive and desirable place in which to live.

The Guidelines cannot and do not attempt to anticipate all questions about planning and design that will arise in the evolution of Harbor Walk into a fully-developed community. We hope, however, that it will foster a continuing dialogue among neighbors and will serve as practical means of addressing the issues that will face us in the years ahead.

History and Development of Harbor Walk

Harbor Walk is a community set within and adjacent to a restored neighborhood in Baltimore, the Otterbein Homestead area. In many ways, it forms the eastern boundary of that community and is a link to the newer development along Charles Street and the large scale revitalization of the Inner Harbor immediately to the east. It was designed to fit comfortably between these two distinct urban areas.

The front facade of the residences in Harbor Walk was designed to be compatible with and to reflect a scale and architectural treatment found in the neighboring older structures. Like their neighbors, the Harbor Walk homes are formally arranged, basically symmetrical, and vary only slightly from one residence to the next.

The rear facade of the residences, however, has a more contemporary expression, with broad areas of stucco, open decks and balconies, garage courts, and wood trellises. These rear elevations form their own courtyards in most cases and are visually separate from the general public's view of Harbor Walk.

This basic design approach of a "front architecture" and a "rear architecture" for Harbor Walk has been considered in the development of the *Guidelines*. As we said earlier, it is the intent of the *Guidelines* to reinforce the overall design concept while allowing for growth, change and individual expression within the community.

The *Guidelines* booklet is designed to work with the *Declaration* (the document governing the establishment of Harbor Walk) and to be specific, when possible, when addressing questions of exterior architectural treatment.

Timely maintenance and repair will ensure that our community retains its attractive appearance. Moreover, in the course of maintaining and repairing their homes, some owners may wish to make alterations or additions. Repairs, alterations, and significant additions are all addressed in the *Guidelines*. It is stressed that the guidelines are intended to provide a framework within which change can occur. The intent of the guidelines is to encourage innovation, not to prohibit it.

Frequently Asked Questions

Are there legal restrictions on the use I can make of my property?

Yes. These restrictions are found in the Declaration that applies to every property in Harbor Walk. The Declaration is part of the agreement you entered into with the community when you purchased your home. You should have received a copy of the Declaration when you purchased your home. If you did not, you can obtain a copy on our website (currently at www.theotterbein.com).

The Declaration provides that no changes or additions of any kind shall be made to the exterior of any Harbor Walk home unless approved in advance by the Association or unless the *Architectural Design Guidelines for Harbor Walk* specifically waive such approval.

The Declaration is a binding legal obligation between the Association and each homeowner. It assures all homeowners that certain minimum standards will be maintained for land use, architectural design and property maintenance. The Declaration “runs with the land,” and therefore binds all future purchasers of your property.

Who in Harbor Walk reviews applications for changes and additions?

The Association’s Board of Directors appoints an Architectural Review Committee to consider all requests for changes, additions, or repairs to the exterior of any house or lot. Whenever necessary, the services of a registered architect are engaged to guide the Association in its decision making.

The Committee’s action to approve or disapprove a request is made by majority vote in the form of a recommendation to the Board, which then makes the final determination within 30 days *after the required plans and specification are submitted*. Neither the Committee nor the Board will meet to act on incomplete applications. You can speed consideration of your application by ensuring that all requested materials are submitted with your application form.

You must inform adjacent owners and other affected owners of your plans at the time you submit them so that they have an opportunity to submit their comments to the Committee and Board. You are not obliged to obtain their consent.

What kind of changes require approval?

Any repair or alteration of the property that will change any of its original elements generally require approval, including:

- Alterations to the front, side (for corner units), or rear facade of a home. For example, changes that require approval include addition of a new room or greenhouse, change in paint color, and alteration of any original finish, such as changing stucco area to brick, or painting of stucco. (In the case of painting and stucco work, the Board has approved guidelines for these changes, which if followed do not require advance approval.)
- Less obvious changes that require approval include installing different roof gutters and down spouts, a different gate to garden enclosures, different style house numbers, different exterior lights, etc.
- Alterations to roof areas or chimneys, for example: new roof appliances (alarms, skylights, or vents). ***Antennas must be placed in attic spaces and may not be installed on roof or chimney.***
- Structural alterations to garden or deck areas, e.g. changes in trellis work or addition of canvas awnings.
- Major landscaping work that is visible from the street, e.g. planting of trees.

Are there any changes that do not require approval?

Yes. These include the following:

- Painting in the original or previously approved colors.
- Landscaping that is not visible above the height of rear garden wall, e.g. replacing lawn with flower garden, or stone or brick paving.
- General maintenance of exterior that retains the original materials.

How do I request approval for my plans?

Whenever you contemplate exterior alternations of any kind, or certain landscaping changes, the first step is to consult *The Architectural Design Guidelines for Harbor Walk* (*Appendix B* explains many of the terms used in this document). This booklet will help you to develop your plans and let you know whether a formal application is required. If in doubt, please consult an Association Board member or a member of the Architectural Review Committee. You may also wish to consult Committee or Board members in the early stages of your planning. In some cases, the Committee and the Board may have considered similar plans in the past and may be able to advise you of any issues that affected approval of those plans and thus suggest changes that might facilitate approval of yours.

After you have reviewed the appropriate guidelines, please complete your application, using the form included in this booklet (*see Appendix A*). For convenience, you may wish to photocopy the original blank form so that you retain a blank form for future use. Forms are also available from the Architectural Review Committee and on our web site (currently at www.theotterbein.com). Be sure that your application is complete. It must be accompanied by the appropriate drawings or plans and specifications. It must also include color swatches and/or paint samples. The application must clearly show the nature, kind, shape, height, width, materials, color, and location of your proposal. If you do not include the required information, your application will be delayed.

Your completed application must be signed at a minimum by your adjacent neighbors. Their signatures merely indicate their awareness of your plans, not their agreement or support. If other neighbors will be visually affected by your plans, their signatures are also necessary. If in doubt about whether a neighbor is affected, it is wise to go ahead and notify that neighbor and secure a signature in advance. This prevents the need for the Committee or Board to request additional notification after they receive your application, and so ensures timely consideration of your request.

The completed application must be submitted to the Committee. This can be done by mailing the application to the President of the Board at the Board's post office box or by delivering your application to the president's home or the home of the committee chair.

Please note: the Harbor Walk post office box is not checked every day. You will be able to speed consideration of your proposal by hand-delivering it to the President or Committee chair.

What is the timeline for the approval process?

Please submit your application well in advance of the time you plan to start your work. Allow at least four weeks for processing. Requests will be acted on within 30 days, ***unless additional plans or information is required***. Both the Committee and the Board will seek to process the application as expeditiously as possible. You need not time your application to the Board's monthly meeting. The chair of the Architectural Review Committee will convene the Committee in response to your application, and the Board will, if necessary, convene a special meeting to consider the Committee's recommendation if a regularly scheduled meeting is too far distant. ***Approval by the Association does not relieve you of the need to obtain building permits, nor does a Baltimore City building permit bind the Association to approval your proposal.***

You will be notified when the Architectural Review Committee or the Board schedules a review meeting. You are welcome to attend. Prior to the meeting, you may be contacted by a Committee member or its architectural consultant to discuss your application and, if necessary, to suggest modifications in your plans.

At the review meeting, when your application will be considered, you are invited to join the discussion. Your neighbors and any other affected residents may attend and offer comments in support of or in opposition to your application. The Committee will vote whether to recommend approval or disapproval of your application, or to approve with modifications. The Committee will forward its recommendation to the Board for final action.

Can I appeal a decision of the Board?

Yes. If you, the applicant, desire to appeal an unfavorable action by the Board, you must initiate an appeal within 10 days of receiving notification by giving written notice to the President of the Board. The Board will arrange to hold a hearing to reconsider its decision. The decision of the Board is final and legally binding and can be challenged only in court.

How soon must I complete my project?

When your application is approved, you must commence work within 120 days, and complete the project within one year. When your project is completed, or if you decide not to carry it out your approved application form must be returned to the Committee Chairman in order to close the case file. Failure to do so could cause complications when you sell your property.

What if I don't wait for approval?

If you begin alternations, changes, or repairs without first obtaining written approval of your plans, you do so at your own risk. If you fail to submit an application, or if your application is turned down or modified, you may have to bear the cost of removing the alteration. The Declaration provides means for placing these costs as a lien against your property. These circumstances may also arise if your property has been altered without approval before you purchased it. In such cases, every effort is made to work out a reasonable solution to the problem.

What is the process for Declaration enforcement?

Enforcement of the Declaration is the job of every resident. When architectural complaints are brought to the attention of the Association, they are investigated as promptly as possible. If a complaint is found to be a violation of the Declaration, the property owner will be contacted informally and asked to correct the problem, either by removal or submission of an application, or repair in case of a maintenance problem. Our experience is that most problems are corrected at this stage.

How closely must I adhere to the Guidelines?

The Declaration gives the Association the responsibility to set standards and procedures for architectural control. The Guidelines presented here have been written by the Architectural Committee and approved by the Board as part of that responsibility.

Based upon the policies and previous decisions of the Committee and the Board, the Guidelines tell you what is most likely to be approved in typical circumstances, and give you important information on how to prepare your application. (See sample application in Appendix A.) Special circumstances regarding your property may allow the approval of an application that might be denied at another location, or the denial of one that might be approved elsewhere. The fact that an application similar to yours has been approved at another location does **not** mean that it is approved for you.

As a landlord, am I responsible for exterior changes made by my tenants?

Yes. As the property owner, you must assure that your tenant observes the Declaration and Guidelines. Please be sure that your tenant is aware of them and agrees to abide by them. If they do not, you will be held responsible.

Exterior Repair

In general, any repairs to an existing exterior element of the building should be undertaken in such a manner as to match the original materials as closely as possible. For example, if a roof gutter rusts or is severely damaged by ice, it should be replaced with a gutter identical in color, material, and profile. This rule, in general, holds true for stucco repairs, roof repairs, repointing of brickwork, replacement of wood trellises, replacement of metal railings, or any other common design elements repeated throughout Harbor Walk.

Painting Doors, Door Trim, Window Trim, and Garage Doors

The need to repaint is probably the most common maintenance item. The rules for painting front doors and front window and door trim are as follows:

1. The main door trim and window trim must be the same color and may not match the trim color on immediately adjoining homes. The trim color on a carriage house must match the trim color of the main house.
2. The door color may not match the door color on immediately adjoining homes. The front door must be painted with a single color or treated with a clear stain, if wood.
3. Window trim, door trim and door may be all the same color. If the door color is different from the trim color, door trim must match window trim, not the door.
4. The colors listed below may be used *without approval*. The four original earthtone colors are no longer available, and can only be obtained by taking a sample (e.g., a paint chip) to the paint store for color matching. The colors listed below were approved by the Board in the mid-1990s and included all the colors on the then-current Benjamin Moore Paints card “Exterior Colors available in MoorGard Latex House Paint.” The colors on the approved paint list are the following:

· Newburg Green HC-158	· Charleston Brown 66
· Annapolis Gray 70	· Chrome Green 41
· Charcoal Slate 86	· Cliffside Gray 74
· Cushing Green HC-125	· Country Redwood 23
· Warm Sienna 1203	· Georgetown Pink Beige HC-56
· Montgomery White 76	· Heavenly Blue 709
· Essex Green 4	· Herritage Red 25
· Raleigh Green 713	· Jamestown Blue HC-148
· Platinum Gray 71	· Navajo White 72
· Briarwood 73	· Richmond Bisque 54
· Sandpiper (special prescription)	· Richmond Gray HC-96
· Cottage Red 22	· Sail Cloth 77
· Palladian Blue HC-144	· Traditional Yellow 170
· Classic Burgundy 26	· Waterbury Green HC-136

The following three very dark colors are suitable for doors, *but their use as trim colors requires approval*.

· Black 80	· Tudor Brown 62	· Black Forest Green 46
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5. **No approval is required when selecting a color from the approved list given in Rule 4.** You do not need to use Benjamin Moore paint—most paint stores can mixed their own brands of paints to these colors if given a sample or the Benjamin Moore number. Benjamin Moore products are available at several local retailers, including Budeke’s Paints on Broadway in Fells Point.
6. **Painting door, door trim, or window trim with any other color not included in Rule 4 requires approval.** An application and paint chip must be submitted to the Architectural Review Committee.
7. Rear and garage doors must be painted with the original color, McCormick Old Carriage Brown 223, in order to maintain the uniform appearance of the rear color scheme. No other color is permitted. If a panel of a garage door is damaged and requires repair or replacement, the repaired portion must be painted in the original color. **No approval is required.**

Roof

In general, roof areas are to be of an asphalt-shingle, dark in color, and in compliance with all local building and fire codes. The following rules apply:

1. If you repair with the **same** style of shingle of the **same** color and material, **approval is not required.** (See Appendix C for original color and material).
2. When replacing the entire roof, replace with a shingle identical to the existing shingle. If that is not possible, the new shingles should have a similar texture and profile in a color as close as possible to the original. It is also possible to select an alternate color from the list of colors given in Appendix C, but you may not select a color used on an adjacent home. **Approval is not required for roof replacement if these guidelines are met.**
3. Repairs or replacements not meeting the two conditions above, such as change of texture or material, or selection of a color not in Appendix C **requires approval.**

Gutters, Down Spouts, Soffits and Eaves, Edge Strips, and Fascia Board

1. Replace these elements with identical units using similar fasteners. Metal elements must be replaced with metal units in the same dark brown color with similar shape and design. **Approval is not required.**
2. When painting gutters, down spouts, soffits and eaves, edge strips, and fascia board, use McCormick Old Carriage Brown 223. **Approval is not required.**
3. Edge strip and fascia board may be covered with aluminum or vinyl that matches the original color. **Approval is not required.**

Brick

See *Alterations, Front Facade.*

Trellises, Gates and Railings

1. Repair trellises, gates and railings with identical elements. **Approval is not required.**
2. Paint trellises, gates and railings to match original color, McCormick Old Carriage Brown 223 (no other color is permitted). **Approval is not required.**

Glass Replacement

Various glass companies can replace double-pane glass that is broken or fogged. When replacing glass follow these rules:

1. Replace glass with full sheet size to match existing. Mullions (i.e., wood trim that creates smaller panes) are not permitted.

2. Replacement glass should be clear and transparent. *Approval is not required with such glass.*
3. Many newer, better quality windows have a slight solar tint, this is permitted only *with approval*. A sample of the solar glass or film must be submitted.
4. Reflective or tinted glass is not permitted.

Front and Side Window Replacement

The wood frame casement windows on the front and side facades were Marvin Windows. The brand of windows on the rear is not known. *Approval is required for all window replacement.* Do not sign any contract until approval has been obtained.

Below are some general guidelines to keep in mind when replacing windows in order to speed approval. Please share these guidelines with your contractor! Replacement windows on the front and side facades must closely match the original. Only casement windows may be used—no double-hung or sliding windows on front or side facades. Mullions (i.e., wood trim that creates smaller panes) are not permitted.

1. **Cladding and Color:** Use of clad windows, rather than wood windows is acceptable. Solid vinyl windows may not be installed. The color of the cladding must be approved by the Association and any wood trim must be painted the same color as the cladding.
2. **Dimension of the Window Panels:** The dimensions of the glass panes in the each window panel should be within 1/2 inch of the original glass panes.
3. **Brick Molding and Decorative Wood Panel:** The use of a wood panel (approximately 6 inches tall) immediately above the top window panel and enclosed within the brick molding is a distinctive feature of Harbor Walk homes. The use of such a panel and the use of brick molding on the sides and top of the window unit (lower window panel, upper window panel, and wood panel) identical to the original installation is required.
4. **Inset of windows:** The entire window unit should be recessed the approximate depth of the brick work.
5. **Wooden window sill:** The original windows include a small wooden window sill above the concrete sill. Although use of a sill similar to the original design is preferable and may improve performance of the window, this sill is not considered essential to the Harbor Walk look and replacement windows need not replicate it.
6. **Space above the Brick Molding:** This space (approximately 3 inches in height) is a buffer area apparently used by the original builders to accommodate slight variations in the height of the space for the windows. The trim details of this space, which typically include some type of clam-shell molding, varies between groups of homes. All homes within a block are done in a similar fashion, however, so any new installations should copy the trim detail common to adjoining homes. Some flexibility in the height of this space is necessary, dependent upon the dimension of the replacement windows. Nonetheless, the height of this space should be within the range of the adjoining homes. This space should not be entirely suppressed.
7. **Consistency of All Windows on a Façade:** Piecemeal replacement of windows is likely to lead to significant variation in color and trim patterns on the same façade, especially if clad windows are used. When replacing windows, all windows on the façade should be replaced at one time.

Sliding Door and Rear Window Replacement

When replacing windows and sliding glass doors on the rear of homes, you should keep in mind the general contemporary look of the Harbor Walk Homes. Sliding windows, casement windows, or the new tilt-turn windows are all appropriate choices. The frame of the unit should be dark brown or bronze.

Ideally the unit should be set directly into the stucco without overlay trim on top of the stucco surface. **Approval is required.**

Replacement of the rear sliding doors with French doors is a common and noncontroversial request for the two-story homes. The door, however, must have a single large pane of glass with no mullions. **Approval is required.**

Garage Door Replacement

Garage doors may be replaced **without approval** if the following conditions are met: (1) dark brown factory finish or painted with McCormick Old Carriage Brown, (2) designed with flat or raised panels in a rectangular pattern similar to the original, and (3) no windows in the door. Other replacements **require approval.**

Stucco

Since the original installation, the stucco on many of the homes in Harbor Walk has become discolored, faded, or stained. Consider cleaning, but be aware that it is a difficult process that must be performed with great care. The stucco may also be painted with a tinted or clear sealant (*see Rule 4 below*). If not re-coating the entire surface, repairs should match the existing conditions. **Generally approval is required before making any repairs or treatment to stucco.**

1. Stucco can be coated with a spray-on cementitious covering to match the existing stucco. Care must be taken to match the original color. **Approval is required.**
2. If making a trowel repair, the color must match the existing color. To avoid a spotty appearance, repairs should be made in large areas, respecting natural termination points such as a change in plane or construction joint. **Approval is required.**
3. Fill cracks or fissures and re-coat with stucco to match the existing stucco. **Approval is required.**
4. If the stucco is deteriorating or becoming stained and dirty, it may become necessary to treat the stucco with a water-repellent sealant. Prior to treating, fill all cracks or fissures. **Approval is required.**
5. Painting of stucco should be avoided, as peeling and fading paint presents its own maintenance problems. Power-washing will, in many cases, improve the appearance of the stucco without the attendant problems of painting. In late 1999, several members painted the stucco, with Board approval, in the belief that this would help solve leakage problems they were experiencing. This did not prove to be the case. If stucco must be painted, elastomeric paint designed for stucco must be used, such as Home Depot Behr Plus 10 Masonry Stucco Brick paint. The only approved color for stucco paint is “Fresh Praline 280C-3,” one of Home Depot’s standard colors for its stucco paint. If using a brand other than Home Depot’s Behr, the paint still must be tinted to match this Home Depot color, in order to maintain a consistent appearance to the rear façades. **Approval is required.** Applications for painting should include the reason why painting is considered necessary and a confirmation of the use of a elastomeric paint tinted to “Fresh Praline 280C-3.”

Alterations

Some owners may wish to make alterations to their residences, for example, adding a skylight or a new window to the rear facade, relocating an existing window or door on the rear facade, raising or removing a chimney, adding shutters or awnings to windows, changing iron work, etc. Such items will have to be addressed on an individual basis by the homeowner and the Association. **Approval is required for all alterations.** These guidelines will focus on the most obvious circumstances and where they might occur on either the front, side or rear facade.

Front Facade

As a rule, the front facade may not be altered. All major architectural elements are to be maintained in their original condition. These include:

1. Maintain brick and cast stone in unpainted condition.
2. Clear sealer or silicone coating is not permitted on brick or stone.
3. Clean brick or cast stone with a mild detergent and scrubbing with a low pressure water wash. Sand-blasting is not permitted.
4. All original architectural appointments, including sills, fascias, soffets, cornices shall be retained.
5. Original roof pitch (slope) and roof materials and colors are to be retained.
6. If repairs or alterations to masonry are necessary, replacement brick and mortar must match existing in both color and texture.
7. Painting must be accomplished in accordance with standards discussed in the section on *Exterior Repairs*.
8. Skylights, dormers, and other additions to roofs are not allowed.
9. Flexibility is allowed and encouraged in foundation plantings. Care should be taken with climbing vines such as ivy or pyrocanthis so that the plant does not infringe upon the neighboring property without the adjacent owner's approval.
10. Awnings or fixed shading devices such as exterior shutters or any other exterior window coverings are not permitted.
11. Light fixtures, numerals, and door hardware should match original. **Any change from original requires approval.**

Side Facade

There are residences that have three facades or elevations. One is the primary facade or "front facade" discussed above, while the other is a side or secondary elevation, facing a walkway or driveway. (The rear facade is discussed below.) In general, the side facade is to be treated similarly to the front facade, as it provides a major elevation to either a pedestrian way or a street, and should not be altered. Guidelines for front facade will apply.

Rear Facade

The design of the rear facade of the Harbor Walk residence allows the greatest flexibility in alteration and addition. **Approval is required for any alteration or addition.**

Alterations to the rear facade are possible if the following standards are observed:

1. Retain use of stucco as the predominant surface material.
2. New openings in the rear elevation should be similar in size and type to the existing, i.e. same material and color for trim, same scale for windows and doors.

Applied architectural elements, such as canvas awnings, fixed shading devices, greenhouse enclosures, trellis work, and open balconies may be permitted within the following general guidelines:

1. **Deck Awnings**—Solid color or strip on exterior side (no patterns); underside of same or lighter color. The awnings must be of good quality treated canvas or synthetic material with necessary fire rating as per City Code. **Approval is required.**

2. **Window Shading Devices**—A sliding or hinged louvered wood shutter, fixed overhead trellis or solid blind may be allowed on the rear facade. The design of such elements must be appropriate to the contemporary design of the rear elevation and must be similar in character to other design elements. **Approval is required.**
3. **Greenhouse Enclosures**—Prefabricated or custom greenhouse enclosures may be permitted if the support elements are similar in material and color to the window and door frames, and if they are of an appropriate scale and design. **Approval is required.**
4. **Trellis Work**—Additional trellis work may be added if similar in design, color, and material to the existing trellis. **Approval is required.**

Additions

Additions of new rooms, enclosed porches, open decks or balconies to the rear of an existing structure are possible if approved by the Association and are within existing City Building and Zoning Code requirements. The addition should respect the overall contemporary design concept of Harbor Walk. In addition, the following criteria must be considered:

1. The addition should respect the light, air, and privacy of adjoining homes.
2. The addition should be constructed of materials similar to those existing on rear facade, i.e., stucco, metal window frames, wood trim on deck and trellis, etc. Inappropriate materials include vinyl or aluminum siding.
3. The addition should contain window and door elements similar in size and type to those in the elevation of the entire row. Window and door jambs should be similar to existing.
4. The addition should contain eaves and fascias that are the same in depth, style, and appropriate height as existing eaves and fascias.
5. Architectural elements, i.e. trim or railing details, should be similar to type and treatment of existing structure.
6. The addition should provide for rain leaders and roof gutters similar to existing.
7. New glass should be “clear.” “Colorless” and transparent solar glass or film may be allowed. A sample of the solar glass or film must be submitted and **approval is required.**
8. Where brick is to be used it should match existing in color and type. Mortar should match existing.

Landscaping

Ordinarily, the planting of flowers or shrubbery in the front of side planters or in the rear yard will not require approval. Similarly, the placement of brickwork, paving stones, and the like within the rear yard will not require approval. The Association, however, reserves the right to require the removal of or changes to any such landscaping if it significantly affects the light, air, or privacy of adjoining landowners. All trees, shrubs, planting, or sculpture that exceed the fence in height **require approval.**

Amendment to Guidelines as follows: [Approved by HWTA Board of Directors July 8, 2009]

To avoid creating an inconvenience or nuisance for persons using the adjacent sidewalks, flowers and shrubs in front and side planters are not permitted to extend beyond the outer edge of the brick planters and each homeowner is responsible for keeping plant material within that limit. Periodically, the Association’s Landscape Committee will advise owners in writing of the need for trimming or pruning overhanging material and will encourage the owner to take the needed

corrective action. If the owner does not do so within 30 days of receiving such notice, the Landscape Committee may authorize and direct the Association's landscape contractor to undertake the necessary pruning without cost to the homeowner. If a homeowner believes that the proposed pruning is not necessary, an application may be submitted to the Architectural Review Committee on its standard application form requesting a variance from the Architectural Guidelines and stating the reasons.

Additional Considerations

Property Maintenance

The Harbor Walk Declaration requires that all lots and improvements be maintained in a safe, clean, and sanitary condition. It also provides that all waste, garbage, or trash be placed only in closed containers. Such containers must be made of metal or heavy plastic. Containers are not to be permanently maintained on streets or sidewalks.

Clotheslines

Clothesline structures or similar fixtures are prohibited.

Vehicle Storage

Personal or recreational vehicles, trailers or camper bodies, boats, or tents may not be placed or stored on any lot except in garages, or—**with the prior written approval of the Association**—in designated parking places.

Attic Ventilators

No attic ventilating devices will be permitted on any roof above a front facade. Attic ventilators may be located in either of two locations.

1. Through-the-wall fan units are permitted at gable area of end units. The fan should be enclosed behind a flush metal louver. The louver is to be rectangular and painted to match roof trim colors. **Approval is required.**
2. Low profile (6 inches or less) roof-top ventilators are permitted if they are mounted on a roof above a rear facade and are not visible from the front of the property. The units are to be painted to match the color of the roof. **Approval not required.**

Chimneys & Smokestacks

Change will not be permitted to the existing chimneys. Chimney heights are set in relationship to adjacent units and must be maintained. If a new chimney or a new freestanding stack such as a stack for a wood stove, is contemplated, **approval is required**. If new stack is visible from a major elevation, the additional stack will not be allowed.

Security Grills

Security grills or ironwork across the interior face of a window will be permitted. Approval is not required. Remember, if an interior grill is installed, it should be designed with a "breakaway" latch to permit an emergency exit.

Security grills may be permitted on the exterior of a window or door. **Approval is required.**

Heating and Air-Conditioning Units

Roof-mounted, through-wall, or through-window air conditioning units or heating units are not permitted. If an additional compressor unit is required, it should be maintained adjacent to the existing unit and should be located so as to satisfy all local codes and regulations.

Exterior Lighting

In general, exterior fixtures other than the original lighting will not be permitted on the front facade.

Small, low mounted fixtures may be permissible in landscape areas or walkways. **Approval is required.**

Additional area lighting may be permissible in rear yard or on decks. In these instances, care should be taken not to direct light towards any neighboring property. Also, the light fixtures should be of a compatible design. **Approval is required.**

Security Lighting

Rear security lighting is encouraged. Security lighting should be mounted in as unobtrusive a manner as possible, and must not intrude on neighboring property. Exterior conduits are discouraged. **Approval is required.**

Screen and Storm Windows

Exterior screens and storm windows are not permitted. All homes in Harbor Walk have integral screens at the windows and integral screen doors at the sliding doors. These units should be maintained.

Screen or storm doors may be permitted on the lower rear entry door only. **Approval is required.** The door should be painted to match the existing door and trim colors.

Fencing

Permanent fencing (masonry, wood, or other materials) may be constructed or altered **only with approval.**

Prefab Structures, Tool Sheds, Storage Sheds

Tool sheds, out buildings, or storage sheds are not permitted.

Solar Collectors

Active solar collectors are not permitted on any roof surface or deck area. Through-window or wall-mounted solar collectors are not permitted. Ground mounted collectors may be permitted if not visible from street level. **Approval is required.**

Antennas

Antennas, with the exception of television satellite dishes, may not be installed on roof or chimney. Antennas may be installed inside the attic.

Satellite Dishes

Installation of direct broadcast satellite dishes less than one meter in diameter (39.37 inches) in **accordance with these guidelines** does not require prior approval of the Architectural Review Committee or Board. Dishes larger than one meter in diameter may not be installed.

Although installation according to these guidelines should enable members to achieve a proper sightline to the transmitting satellite, members may request the Association's permission to deviate from these guidelines to achieve the proper installation of the satellite dish. Such requests will be reviewed by the

Architectural Review Committee and must be approved by the Board prior to installation of the satellite dish.

1. **General.** Satellite dishes shall be positioned above the eaves and below the roof ridgeline. No part of the dish shall extend above the level of the ridgeline. Dishes shall not be mounted on exterior walls, decks, or in yards. No satellite dishes over 1 meter (39.37 inches) in diameter may be installed.
2. **For All Homes Other Than Carriage Houses.** Dishes shall be mounted only on the rear roof or chimney. If the dish is attached to the roof, it should be mounted behind the chimney and as close to the centerline of the chimney as is possible given the need to optimize reception and properly anchor the dish. If the dish is attached to the chimney, it shall be attached to the back face of the chimney (i.e., the side facing the roof); no bands or straps may be used to fasten the dish to the chimney.
3. **For Carriage Houses.** The dish shall be mounted on the roof side away from the street. No part of the antenna shall extend above the level of the ridgeline, and no part of the antenna shall be visible from the adjoining main street.
4. **Cabling.** All cables and ground wire shall be installed in an inconspicuous manner.

The color of all cables and wire shall be black or shall match the color of the surface to which it is attached.

If run across the roof, the cables and wire shall be run perpendicular to the ridge and gutter. Extended lengths of cable that are parallel to the ridge or gutter shall be positioned immediately adjacent to the ridge or gutter. The cables and wire shall be fastened to the roof in accordance with industry best practices.

The preferred cable entry is into the attic, either via the ridge vent, the back face of the chimney, or through the soffit immediately adjacent to the chimney.

If the cable enters the home below the level of the attic, the cable shall be run behind the downspouts at the rear of the house. In no case shall the cable be visible from street, alley, or adjacent properties.

In no case shall the cable be run down any brick façade, regardless of the availability of downspouts.

5. **Installation without Prior Approval.** Installation in accordance with the above guidelines does not require prior approval by the Architectural Review Committee nor by the Board of the Harbor Walk Townhouse Association.
6. **Requests for Variances.** If any member believes that optimal reception is not possible using these guidelines, a specific request for alternate placement must be submitted to the Association for review by the Architectural Review Committee and approval of the Board prior to installation of the satellite dish.
7. **Nonconforming Installations.** Installations determined by the Architectural Review Committee and Board of the Harbor Walk Townhouse Association to be in violation of any part of the above guidelines are subject to correction at the expense of the homeowner.
8. **Dishes Installed Prior to 9 June 2004.** Any satellite dish installed prior to 9 June 2004 shall be brought into conformance with this policy when any alterations or repairs are made to the existing installation or removed prior to sale of the house where it is installed.

Statuary and Fountain Ornaments

Fixed statuary, sculptures, or water fountains, and/or pools are not permitted on front or side facades. Garden statuary or ornaments are permitted in back yards or on decks if not visible from ground level.

Swing Sets/Play Equipment

Swing sets and play equipment are permitted in the rear of the house. They should not be visible from ground level.

Appendix A: Harbor Walk Townhouse Association, Inc. Exterior Repair/Alteration Application

1. For prompt consideration of your application, please hand-deliver your application to the current chair of the Architecture and Maintenance Committee. (Currently: Bill Jacob, 607 S Hanover St, 410 727-3390)
2. Please indicate if you wish to attend the meeting for review of the application.
3. Applications will be acted on within 30 days, unless addition information is required.
4. Approval does not relieve the applicant of the need to obtain City building permits, nor does the obtaining of such permits bind the Association to approve the application.

Homeowner/Applicant:

Name:	
Address:	
Telephone:	
Email address (opt.):	
Date of Application:	

I wish to attend the review meeting: Yes No

Proposed Repair/Alteration

Paint (please attach paint sample)

Areas:	
Existing color:	

Replacement:

Item			
Existing material		Proposed	
Existing color		Proposed	
Present dimensions		Proposed	

Construction (please attach sketch, plans, specifications)

Nature and Purpose	
Location	
Dimensions	
Materials	
Colors	

Acknowledgment by Adjacent and/or Visually Affected Neighbors

Depending upon the nature of the proposed work, signatures from all neighbors in the row may be required.

Name:		Name:	
Address:		Address:	
Telephone:		Telephone:	
Signature		Signature	

Note to Neighbors: The applicant is obliged to inform neighbors of proposed work. Your signature indicates awareness of intent only, not approval or disapproval. Do not sign unless you have an opportunity to see supporting drawings, plans, etc. that accompany this application. If you have reservations or objections to the proposed work, please contact the Harbor Walk Board as soon as possible to make your views known.

Action Taken/Date

Approved		Not Approved:	
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Appendix B: Glossary of Architectural Terms

Appointments	Decorative or design details as applied to fascia, cornices, lintels, etc.
Blind	An external wooden shutter that excludes direct light.
Brick Molding	A milled wood trim piece that covers the gap between the window frame and masonry.
Casing	The fixed frame around a door or window opening.
Chromatic	Of or containing bright, intense color.
Cornice	A continuous horizontal molding and projecting cap at the top of a building wall.
Dentils	A series of small projecting rectangular blocks similar in effect to teeth, which are often found in the lower part of a cornice.
Dormer	A structure containing a vertical window that projects from a pitched roof.
Eaves	The lower edge or edges of a roof, usually projecting beyond the face of a building.
Fascia	A flat board with a vertical face that forms the trim along the edge of a flat roof, or along the horizontal sides of a pitched roof. Rain gutters are often mounted on the fascia.
Indigenous	Those architectural elements existing, emerging, or historically inherent in a particular area.
Mullions	Slender bars or glazing bars that subdivide window glass into smaller panes.
Planar	Pertaining to a flat surface.
Sash	The moving unit of a window with the fixed frame or casing. Double-hung sash refers to two moving sashes, one above the other.
Sill	The lowest horizontal member in a frame or opening for a window or door.
Soffit	The underside of an architectural element.
Symmetry	The correspondence of form or arrangement, on either side of a dividing line to form an aesthetically pleasing whole.
Transom	A small window or shutter like panel over the top of a door.
Veneer	A thin layer of material applied to an existing surface to create an illusory, superficial, or more costly appearance.
Vinyl Clad Wood	Wood sheathed with a rigid vinyl covering. Often used on exteriors of window casings and sash to improve maintenance and durability characteristics.

Appendix C: Brick & Shingle Color Schedule

This chart indicates the original color of brick and shingle color for each home. Unless otherwise noted, replacement bricks and shingles must match these colors.

Address	Brick Color	Shingle
700 S Charles	Glen Gery 47	Celotex Olive
702 S Charles	Glen Gery 43	Celotex Colonial Black
704 S Charles	Glen Gery 46	Celotex Chocolate Brown
706 S Charles	Glen Gery 43	Celotex Colonial Black
708 S Charles	Glen Gery 47	Celotex Olive
710 S Charles	Glen Gery 46	Celotex Chocolate Brown
712 S Charles	Glen Gery 43	Celotex Colonial Black
714 S Charles	Glen Gery 46	Celotex Chocolate Brown
400 S Hanover	Glen Gery 46	Celotex Chocolate Brown
402 S Hanover	Glen Gery 43	Celotex Colonial Black
404 S Hanover	Glen Gery 46	Celotex Chocolate Brown
406 S Hanover	Glen Gery 47	Celotex Olive
408 S Hanover	Glen Gery 46	Celotex Chocolate Brown
410 S Hanover	Glen Gery 43	Celotex Colonial Black
412 S Hanover	Glen Gery 46	Celotex Chocolate Brown
414 S Hanover	Glen Gery 47	Celotex Olive
416 S Hanover	Glen Gery 46	Celotex Chocolate Brown
418 S Hanover	Glen Gery 43	Celotex Colonial Black
420 S Hanover	Glen Gery 47	Celotex Olive
422 S Hanover	Glen Gery 46	Celotex Chocolate Brown
424 S Hanover	Glen Gery 43	Celotex Colonial Black
426 S Hanover	Glen Gery 43	Celotex Colonial Black
428 S Hanover	Glen Gery 47	Celotex Olive
430 S Hanover	Glen Gery 46	Celotex Chocolate Brown
432 S Hanover	Glen Gery 43	Celotex Colonial Black
434 S Hanover	Glen Gery 46	Celotex Chocolate Brown
501 S Hanover	Glen Gery 43	Celotex Colonial Black
502 S Hanover	Glen Gery 46	Celotex Chocolate Brown
503 S. Hanover	Glen Gery 43	Celotex Colonial Black
504 S Hanover	Glen Gery 43	Celotex Colonial Black
505 S Hanover	Glen Gery 43	Celotex Colonial Black
506 S Hanover	Glen Gery 47	Celotex Olive
507 S Hanover	Glen Gery 46	Celotex Chocolate Brown
508 S Hanover	Glen Gery 43	Celotex Colonial Black
509 S Hanover	Glen Gery 47	Celotex Olive

510 S Hanover	Glen Gery 46	Celotex Chocolate Brown
511 S Hanover	Glen Gery 43	Celotex Colonial Black
512 S Hanover	Glen Gery 47	Celotex Olive
513 S Hanover	Glen Gery 47	Celotex Olive
515 S Hanover	Glen Gery 46	Celotex Chocolate Brown
517 S Hanover	Glen Gery 43	Celotex Colonial Black
519 S Hanover	Glen Gery 43	Celotex Colonial Black
521 S Hanover	Glen Gery 43	Celotex Colonial Black
601 S Hanover	Glen Gery 43	Celotex Colonial Black
603 S Hanover	Glen Gery 43	Celotex Colonial Black
605 S Hanover	Glen Gery 43	Celotex Colonial Black
607 S Hanover	Glen Gery 46	Celotex Chocolate Brown
609 S Hanover	Glen Gery 47	Celotex Olive
611 S Hanover	Glen Gery 46	Celotex Chocolate Brown
613 S Hanover	Glen Gery 43	Celotex Colonial Black
615 S Hanover	Glen Gery 43	Celotex Colonial Black
617 S Hanover	Glen Gery 46	Celotex Chocolate Brown
619 S Hanover	Glen Gery 47	Celotex Olive
620 S Hanover	Glen Gery 43	Celotex Colonial Black
621 S Hanover	Glen Gery 43	Celotex Colonial Black
622 S Hanover	Glen Gery 47	Celotex Olive
623 S Hanover	Glen Gery 46	Celotex Chocolate Brown
624 S Hanover	Glen Gery 46	Celotex Chocolate Brown
625 S Hanover	Glen Gery 47	Celotex Olive
626 S Hanover	Glen Gery 47	Celotex Olive
627 S Hanover	Glen Gery 43	Celotex Colonial Black
628 S Hanover	Glen Gery 43	Celotex Colonial Black
629 S Hanover	Glen Gery 46	Celotex Chocolate Brown
630 S Hanover	Glen Gery 47	Celotex Olive
632 S Hanover		
701 S Hanover	Glen Gery 46	Celotex Chocolate Brown
703 S Hanover	Glen Gery 47	Celotex Olive
705 S Hanover	Glen Gery 43	Celotex Colonial Black
707 S Hanover	Glen Gery 46	Celotex Chocolate Brown
709 S Hanover	Glen Gery 43	Celotex Colonial Black
711 S Hanover	Glen Gery 47	Celotex Olive
713 S Hanover	Glen Gery 46	Celotex Chocolate Brown
715 S Hanover	Glen Gery 47	Celotex Olive
717 S Hanover		
15 W Barre	Glen Gery 43	Celotex Colonial Black
17 W Barre	Glen Gery 46	Celotex Chocolate Brown

19 W Barre	Glen Gery 47	Celotex Olive
21 W Barre	Glen Gery 46	Celotex Chocolate Brown
100 W Barre	Glen Gery 43	Celotex Colonial Black
101 W Barre	Glen Gery 43	Celotex Colonial Black
102 W Barre	Glen Gery 43	Celotex Colonial Black
103 W Barre	Glen Gery 43	Celotex Colonial Black
100 Welcome Alley		
1 W Hill	Glen Gery 43	Celotex Colonial Black
3 W Hill	Glen Gery 46	Celotex Chocolate Brown
5 W Hill	Glen Gery 47	Celotex Olive
7 W Hill	Glen Gery 46	Celotex Chocolate Brown
9 W Hill	Glen Gery 43	Celotex Colonial Black
11 W Hill	Glen Gery 47	Celotex Olive
13 W Hill	Glen Gery 46	Celotex Chocolate Brown
15 W Hill	Glen Gery 47	Celotex Olive
17 W Hill	Glen Gery 43	Celotex Colonial Black
100 W Hill	Glen Gery 43	Celotex Colonial Black
102 W Hill	Glen Gery 43	Celotex Colonial Black
104 W Hill	Glen Gery 46	Celotex Chocolate Brown
106 W Hill	Glen Gery 47	Celotex Olive
108 W Hill	Glen Gery 43	Celotex Colonial Black
110 W Hill	Glen Gery 43	Celotex Colonial Black
15 W Lee	Glen Gery 43	Celotex Colonial Black
16 W Lee		
17 W Lee	Glen Gery 46	Celotex Chocolate Brown
18 W Lee		
19 W Lee	Glen Gery 47	Celotex Olive
20 W Lee		
21 W Lee	Glen Gery 46	Celotex Chocolate Brown
22 W Lee		