



## Welcome to Woodland Hills!

The Woodland Hills Home Owners Association would like to welcome you to the community. In addition, we would like to take this opportunity to provide you with information, which is important to have as a property owner and member of the Association.

- Numerous **resources** including contacts, governing documents (*Covenants, Bylaws, Architectural Guidelines, Rules and Regulation*), forms, news, and more are all located on Association's website: [woodlandhillsmd.com](http://woodlandhillsmd.com).
- To receive information regarding the community, meetings, or any alerts, please go to [communitywatch.info](http://communitywatch.info) and register with Community Watch portal.
- All members of an Association are required to pay monthly **Association dues**. Please visit [login.clickpay.com/metropolis](http://login.clickpay.com/metropolis) to set up your payment account.
- **The Board of Directors meetings** are usually held on the 3<sup>rd</sup> Monday of the month. There is an Annual Meeting each summer. A Board of Directors governs the Association. The Board is comprised of elected volunteer members of the community. **Management company, Metropolis**, works directly and in collaboration with the Board to manage day-to-day activity and administrative affairs of the Association.
- **IMPORTANT: Exterior changes require approval from the Architectural Review Committee (ARC)** except for changes listed in *Architectural Guidelines* under section I.A. BLANKET APPROVAL. You will be responsible if any changes occur without ARC approval and the property needs to be returned to its original state, including legal or other fees.
- **Household trash pick-up is on Mondays and Thursdays** (service provided by a private Woodland Hills contractor). Place the trash in a trash can or trash bag in front of your house. Enclosed containers (with tight-fitting lids) may be put out the evening prior to next-day pickup. **Bagged household trash may only be left outside the morning of trash pickup.** If your trash is scattered about, you are responsible for cleaning it up. **Take your trash container back in by the night of pickup.** Do not store the trash can or the recycle bins in front of your house. These should be stored out of sight from the front or side of your home.
- **Recycling is on Tuesdays** (provided by the City of Gaithersburg). For more information, visit: [gaithersburgmd.gov/services/recycling-bulk-pickup](http://gaithersburgmd.gov/services/recycling-bulk-pickup).
- **Bulk recycling is by appointment only** (provided by the City of Gaithersburg). For more information, visit [gaithersburgmd.gov/services/recycling-bulk-pickup/bulk-pickup](http://gaithersburgmd.gov/services/recycling-bulk-pickup/bulk-pickup).
- Leaves, landscape waste, construction materials, etc. must be disposed of properly and not dumped onto common ground. **Dumping is prohibited** by City Code 184(a) and punishable by up to a **\$500 per day fine** from the City.

- Please **keep any trees and shrubbery trimmed** to prevent intrusion into your neighbor's yard, overhang onto their house, or obstruct sidewalks/walking.
- **Removal of trees** from your property requires written authorization from ARC and tree removal permit from the City of Gaithersburg.
- All lined parking spaces within Woodland Hills belong to the Woodland Hills Home Owners Association. **Parking is neither reserved nor assigned**, except for reserved handicapped parking as required under federal and state laws. Parking for all others is available on a first-come, first-served basis.
- **During snow events**, clean snow off your car(s) and sidewalks **ONLY** onto your property (yard) or on common property. Placing snow between cars or into empty parking spaces is counter-productive. As a courtesy, park in a space you have cleared. **DO NOT place any items such as cones, chairs, or trash cans in the community's parking spaces.**
- **Be considerate of your neighbors** and park excess cars and visitors (especially for parties) on the islands, in overflow bays or in the less used spaces such as across from the swimming pool on Wake Forest Drive.
- **If you have a pet**, please note that the City of Gaithersburg requires all pets to be registered. Also, the City will fine you if you do not **pick up after your pets**. For your convenience, Woodland Hills provides pet waste stations and bags located at: (1) the corner of Wild Park and Wye Mill Court (near the tennis courts), (2) Tanyard Hill Road and Carlsbad Drive, and (3) Wake Forest Drive. Please refrain from allowing your pets to foul other residents' yards. Use common ground if you must, and always pick up and properly dispose of any waste. **Please keep your pet on a leash.**
- **If you see something dangerous or illegal, please call the police.**

**Attached, you will find:**

- Welcome to Metropolis (letter from our management company)
- Instructions for creating your ClickPay Online Payment Account
- Trash / Recycling / Bulk (flyer)
- Recycle Right in Gaithersburg (flyer)
- Rules and Regulations of the Woodland Hills Home Owners Association
- Architectural Guidelines
- Request for Approval Form
- Inspection Report Response Form

Please feel free to contact any of us if you have any questions or concerns.

Sincerely,  
Board of Directors  
Woodland Hills Home Owners Association, Inc.



WOODLAND HILLS HOA

WE ARE  
**METROPOLIS**

## WELCOME TO METROPOLIS!!

The Board of Directors is pleased to announce that effective **January 1, 2025**, the community, and its members will join forces with **Metropolis Condominium Management** to receive the professional management your community deserves.

We have been given the exciting privilege to be involved in your community and the opportunity to assist and witness the success of your community's future.

Metropolis has continued to follow our own unique vision thanks to our in-house programmers. We have created the latest communication technology tool to service our clients. About two decades ago, we used sticky-notes and notebooks but now we provide all sorts of reports and communication avenues in electronic format via email. We like to call it Community Watch.

## Community Watch

Community Watch has given us the ability to reference all information relevant to our clients' needs through our database and provide this information on demand, in real time, to meet the challenges of community management.

Our database continues to allow us to centralize and distribute information received be it letter, an email, a phone call, or text. Being able to review all files in real time, you can now with our **RFA System**.

The RFA System provides an amazing resource for scheduling and problem solving, providing a format that documents each action taken during the resolution process.

Every phone call, email, and/or fax related to a specific request for action by a homeowner is linked, tying all aspects of a particular issue holistically into one file. Through utilization of this system, the community will benefit as information can be gathered and forwarded to the Board of Directors more easily for decisions, and homeowners can more easily track the progress of any requests. As a homeowner, you can see your RFA System submission and your account in **Community Watch!**

### Metropolis Condominium Management

Our office is located at

4307 Gallatin Street, Hyattsville  
MD 20781

Office 301-779-1800

Fax 301-779-4824

Our website:

[www.wearemetropolis.com](http://www.wearemetropolis.com)

### Manager Contact

Ms. Staci Richardson

[staci@mymetropolis.net](mailto:staci@mymetropolis.net)

(301) 779-1800

## IMPORTANT INFORMATION

**Our office is open Monday through Friday, 10 AM to 4 PM.**

We are located at 4307 Gallatin Street, Hyattsville, MD 20781. Our office phone number is 301-779-1800, or you can call 703-348-1999, if it is local to your area.

**We are closed on all Federal holidays.**

When you need to get in touch with us after hours call one of our main numbers.

In the event of a life- threatening emergency, always call 911 first.

## Getting to Know You Better!

Please reach out to your manager to be added to the electronic community communication list.  
Make sure you include your address.

## Board of Directors

Garfield Blake

George Hernandez

If you would like to use **Bank Bill Pay**, you will need to provide your bank with details such as, NCB (**National Cooperative Bank**), your account number and

**WOODLAND HILLS C/O METROPOLIS**

**P.O. Box 61025 Newark NJ 07101**

NCB offers a variety of services, among these includes being able to pay your assessment online through NCB

**BE SURE TO PLEASE CANCEL YOUR CURRENT AUTOPAY.**

**Assessments are due on the 1<sup>st</sup> of each month.**

**PLEASE READ CAREFULLY**

**You can also send a Check or Money Order to:**

**WOODLAND HILLS HOA C/O METROPOLIS**

**P.O. Box 61025 Newark NJ, 07101**

If you pay online by e-check or set up with National Cooperative Bank to pull your assessment payment on a schedule, there is **no charge**.

**Credit Card payments carry a charge of 2.95%. Debit and AMEX Prepaid cards incur a fee of \$3.00 for every \$100.00.**

**IMPORTANT: \***

If you have your bank automatically issuing your assessment payments, please remember to update the instructions with the new bank information and your new account number. Contact your manager for your account number.

All account balances will be reflected after the 1<sup>st</sup> 60 days of our management.

Metro DC (301) 779-1800 ♦ Fax (301) 779-4824 ♦ [wearemetropolis.com](http://wearemetropolis.com)  
4307 Gallatin Street, Hyattsville, Maryland 20781



## Getting Started

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The ClickPay Online Payment Portal allows you to pay your assessments online. You may make online payments one of two ways, either as a one-time payment or as a recurring payment to be automatically withdrawn from your account each month.

Owners can make e-check (ACH) payments directly from a checking or savings account for **FREE**, just like a paper check, but without all the hassle. You can also make credit and debit card payments for a fee. To find out what fees apply, please select fee chart on the **Pay Now** page.

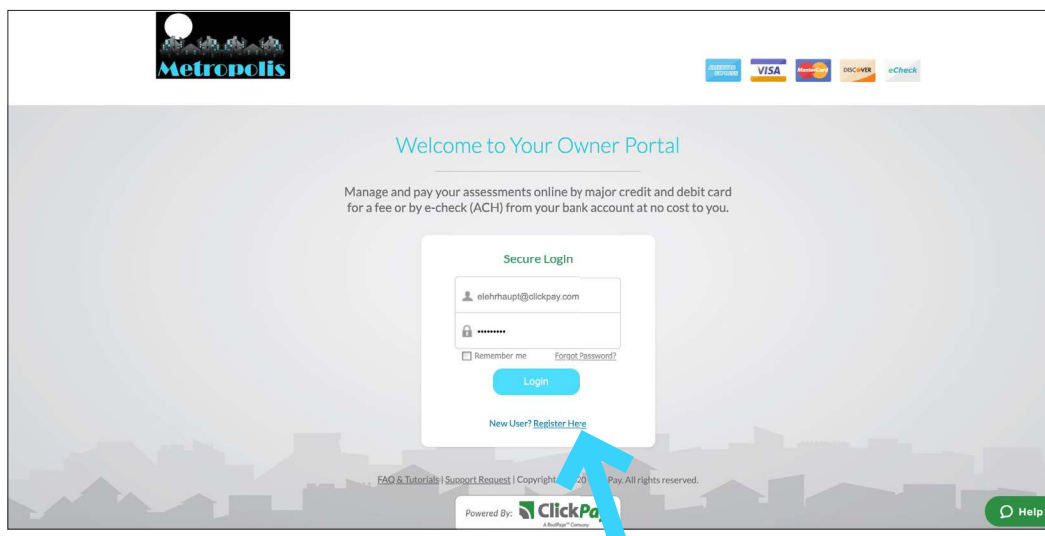
## Creating Your Account

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If you haven't used ClickPay to make online payments before, setting up your account is easy and should only take a few minutes. By registering your account, you will be able to:

- Make one-time or recurring payments
- Set up multiple accounts to withdraw from
- View payment history
- Maintain your user and account information



To set up your account, visit [login.clickpay.com/metropolis](http://login.clickpay.com/metropolis) and then click **Register Here**. If you received an email from Metropolis Condominium Management, LLC or ClickPay, your account already exists and can be accessed through the link provided in the email you received. For existing users, simply enter your username and password and **Login**.





## Creating Your Account (Continued)

Complete the following registration form in full and click **Create Account**. Please note that once registered, you may log in with either your username or email address. Keep your password in a safe place for later reference.



**Create Profile**  
Please choose a unique username.  
If your first attempt is rejected, try adding your full name and/or a number to your desired username.

Username \* Check Username Availability

Password \* Confirm Password \*

First Name \* Last Name \*

Email \* Confirm Email \*

Phone Number \* Ext. Mobile Number \*



☐ This is a Mobile Number

How Did You Learn About Us? Select...

☐ Read And Accept [Electronic Disclosure](#) \*

☐ Agreed to [Terms and Privacy](#) \*

Upon completion of the registration form, you will be brought to a confirmation page. Please review and confirm that the information you have entered is correct and click **Submit**.



**Profile Review**  
You entered the following. Click "Submit" if correct or "Edit" if you would like to edit the information.

Username/Login	JohnSmith12345
First Name	John
Last Name	Smith
Phone	3214569870
Phone Extension	
Mobile	
Email	JohnSmith@test.com

You will then be required to locate your property and unit number(s). If your account was pre-registered, your property information may already exist in your account and this step will be skipped. Please continue to the next page for more information on adding your property.



## Adding Your Property/Unit(s)

After confirming your profile information, you will be brought to the **Lookup Unit** page seen below.

Metropolis Powered by ClickPay

Pay Now Auto Pay Account

← ADD UNIT PAGE

**Lookup Unit**  
Please enter the information below of your property as appears on your mailing address.

Building Number Zip Code Search

**Address Example**  
Building Number: 223  
Address: E 37th Street Apt 5A  
New York, NY ZIP Code: 10001

Enter your street address and zip code as shown in the example above and click **Search**. You will then be required to select the property address. To continue, select **Yes**.

✓ Confirmation

You have selected the following property/account:

Unit/Billing Address: 201 E 100th Street, #1E NEW YORK, NY 10024

Co Name: Good Housing Corp

Select Yes to Continue

Yes No

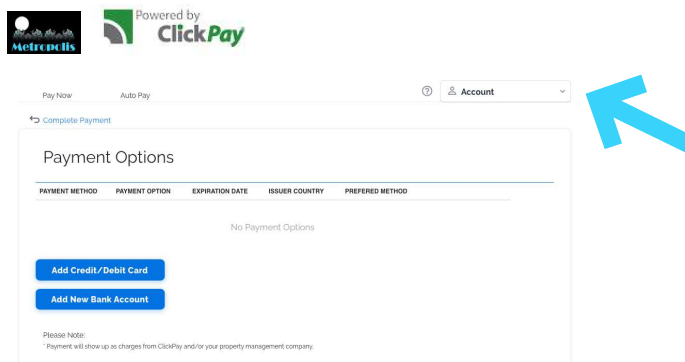
This unit has now been added to your account! You can remove this unit at anytime by visiting **My Account**. Owners can also add multiple units or properties to their account by visiting the same tab and clicking on **Add Unit**.





## Adding Payment Options

Once you've registered and added a property to your ClickPay account, the next step is to add your preferred payment option before you start making payments. To add a payment method, visit **Payment Options** in the drop down.



To connect a checking or savings account to your ClickPay account, simply click **Add New Bank Account**. To connect a debit or credit card to your account, select the **Add Credit Card/Debit Card** option.

To add a bank account, you will need to refer to the routing and account numbers listed on the check for the checking or savings account you wish to use. An example of how to locate these numbers on a check is shown on the payment option page.

Once you complete this form, click **Continue**. You will be required to confirm this information once more before continuing. You may **Edit** this information or click **Continue** to add this new payment option to your account.





## Making a Payment

Owners have two options to choose from when making a payment. Owners can make a one-time payment at anytime or schedule recurring payments and have their account debited automatically each month.

## One-Time Payments

One-time payments can be made at anytime by visiting the **Pay Now** tab. Each unit or property in your account will be listed.

Metropolis Powered by ClickPay

Pay Now Auto Pay Account

Pay Now

123 ANY STREET  
NEW YORK, NY 10003

Setup Auto Pay View My Statement Fee Chart

Balance Due \$0.00 Edit

Last Payment  
No Payments Made Previously

You are currently receiving Paperless E-Bill Edit

Continue

If a balance is not presented, enter your payment amount and select **Continue**. You will have the opportunity to review and confirm the property information and payment amount listed. You can edit this information by selecting **Click Here to Add/Change Payment Options**. Once confirmed, select the payment option you wish to use and click **Authorize Payment**. You will have the chance to confirm this payment before submitting. When ready, click **Yes**. A payment confirmation email will be sent to the email address on file.

Review information

You have entered the below information. Click 'Continue' to proceed and 'Edit' to edit the information

Card Type AMERICAN EXPRESS  
Card Number 1234567890123456  
Expiration Date 01/20  
Name of Cardholder JOHN SMITH  
Billing Address 1 123 ANY STREET  
Billing Address 2  
City NEW YORK  
Country UNITED STATES  
State NY  
Zip Code 10022  
Account Nickname

Continue

Edit



## Recurring Payments

If you wish to set up automatic recurring payments from your account, first select the **Auto Pay** tab. Your property or unit will be listed. Click the **Edit** button for the property or unit for which you'd like to make automatic payments.

Powered by **ClickPay**

Pay Now **Auto Pay** Account

### Configure Payment Schedule

<b>123 ANY STREET NEW YORK, NY 10003</b>	Frequency Starts On Next Payment Bill To Payment Details	Monthly 8/1/2019 10/1/2019 AMEX Amount: Full amount	<b>Edit</b> <b>Cancel</b>
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**Print**

Owners can authorize their monthly payment to be withdrawn from their account on the designated date each month. Select the bank account you wish to withdraw from, the month and date of the first payment to be made and the length you wish to keep automatic payments going. You can even choose to have a reminder sent to you any number of days prior to the withdrawal.

### Configure Payment Schedule

123 ANY STREET  
NEW YORK, NY 10003 [Fee Chart](#)

AutoPay may be set up separately for each type of charge:  
1) Pay different types of charges from different payment sources  
2) Pay different types of charges on different dates or frequency

Send Payments From:

Frequency:

First Payment Date:

☒ Until I change or cancel

☐ Until following number of payments have been processed

☐ Until a selected date

Amount

☒ Pay the full amount [?](#)

☐ Pay the full amount up to a maximum amount of  [?](#)

☐ Pay a fixed amount  [?](#)

Notifications

☒ Notify me before payment is processed

☒ You are currently receiving Paperless E-Bill [Edit](#)

[Return to Previous Page](#) [Apply to Property](#)

When ready, click **Apply to Property**. You will be given the opportunity to confirm these details. Once reviewed and confirmed, select **Apply**. Your account is now set up to make automatic recurring payments!



## Edit/Cancel Payments

To edit or cancel your recurring payment, simply visit the **Auto Pay** tab and locate the recurring payment set for your property. To edit your recurring payment details, click the **Edit** link as seen below. To cancel any scheduled payments altogether, simply click the **Cancel** link.

Pay Now Auto Pay ? Account

### Configure Payment Schedule

123 ANY STREET NEW YORK, NY 10003	Frequency Starts On Next Payment Bill To Payment Details	Monthly 8/1/2019 10/1/2019 AMEX Amount: Full amount
--------------------------------------	--	---

Edit Cancel

Please note that one-time payments can only be cancelled if the request is received and confirmed by ClickPay before 4pm the day a payment is authorized.

## View Payment History

If you have made payments through ClickPay before and wish to review them, simply visit **Payment History** in the drop down. Here you can search for a payment by date or view all of your payments at once.

Powered by ClickPay

Pay Now Auto Pay ? Account

### Payment History

Units: 123 ANY STREET, NEW YORK, NY

Transaction Date: All From: mm/dd/yyyy To: mm/dd/yyyy

Clear Search

## Contact ClickPay

For assistance registering or making a payment online with ClickPay, please contact us through one of the channels listed below:

**Visit:** [www.ClickPay.com/Help](http://www.ClickPay.com/Help)

**Email:** [support@clickpay.com](mailto:support@clickpay.com)



## TRASH / RECYCLING / BULK

### TRASH PICKUP: Mondays and Thursdays\*

- **Trash pickup includes household trash only.**
- **When to put out trash:** Enclosed containers (with tight-fitting lids) may be put out the evening prior to next-day pickup, but not before sundown. ***Bagged household trash may only be left outside for disposal the morning of trash pickup.*** This rule is to assure that animals are not attracted by accessible food waste. If you use a bag only, spray some ammonia in your trash bag to deter animals. ***Take your trash container back in by the night of pickup.***
- **Where to leave trash:** Household trash must be left on the public sidewalk in front of the residence from which it originates.

### RECYCLING/YARD WASTE PICKUP: Tuesdays\*

- **When to put out your recycling bin:** Recycling bins may be put out the evening prior to next-day pickup, but not before sundown. ***Take your recycling bin back in by the night of pickup.***
- **Yard Waste:** Grass clippings, leaves, and brush must be bagged separately in yard-waste paper bag. Branches must be tied in bundles or placed in brown paper bags (only branches up to 4" in diameter and 6' in length will be picked up). Place bags/tied branches close to the nearest curb, but not in the street. Check with the City of Gaithersburg for **Spring and Fall Loose Leaf Collection guidelines:** [gaithersburgmd.gov/services/recycling-bulk-pickup/loose-leaf-collection-yard-waste](https://gaithersburgmd.gov/services/recycling-bulk-pickup/loose-leaf-collection-yard-waste).
- **Orange stickers:** An orange sticker on your recyclable material means you have done something wrong. Call the City of Gaithersburg, Public Works at 301- 258-6370 to help you resolve the problem; don't just leave it there – it will not get picked up.
- For more information on recycling or to request a recycling container, visit: [gaithersburgmd.gov/services/recycling-bulk-pickup](https://gaithersburgmd.gov/services/recycling-bulk-pickup).

### BULK TRASH PICKUP: by appointment

- Bulk pickup is available **ON DEMAND** only. You have to **CALL** (301-258-6370) or **EMAIL** ([bulkpickup@gaithersburgmd.gov](mailto:bulkpickup@gaithersburgmd.gov)) and **SCHEDULE** a Bulk Trash Pickup.
- For more information, visit [gaithersburgmd.gov/services/recycling-bulk-pickup/bulk-pickup](https://gaithersburgmd.gov/services/recycling-bulk-pickup/bulk-pickup).

\* Excluding most federal holidays.



# RECYCLE RIGHT in GAITHERSBURG

NEVER put recyclables in plastic bags. Place recycling at the curb by 7:00 a.m.

## YES!

ONLY these can go in your cart/bin



CANS



rinsed

ALUMINIUM FOIL



cleaned

GLASS JARS  
BOTTLES/LIDS



rinsed

NARROW-NECK  
PLASTIC BOTTLES



rinsed

MIXED PAPER



no pizza boxes

CORRUGATED  
CARDBOARD



flatten

## NO!

Throw these in the trash



PLASTIC BAGS,  
FILM OR WRAP  
or recycle at a  
grocery store



EMPTY BOTTLES THAT HAD  
MOTOR OIL  
or  
ANTIFREEZE



STYROFOAM AND  
POLYSTYRENE



PIZZA BOXES



"NO" items contaminate your recycling.  
Your bin will be left at the curb with a note.



Want to check on what's recyclable? Look it up with the Recycle Coach  
[gaithersburgmd.gov](http://gaithersburgmd.gov)



# RULES AND REGULATIONS OF THE WOODLAND HILLS HOME OWNERS ASSOCIATION

This document, entitled *Rules and Regulations of the Woodland Hills Home Owners Association*, supersedes the Rules and Regulations document that became effective February 24, 2014. Authority for creating and distributing this document emanates from the Association's *Declaration of Covenants, Conditions and Restrictions*, Section 3, subsections (d), (e), and (g), and Article XVI of the *Bylaws of the Woodland Hills Home Owners Association, Inc.* ("Bylaws").

It is incumbent upon all homeowners of real property located within the jurisdiction of the Woodland Hills Home Owners Association, who wish to sell their home, to obtain and deliver to a prospective buyer a current copy of this document and of the Association's (a) *Declaration of Covenants, Conditions and Restrictions*, (b) *Bylaws*, and (c). *Architectural Guidelines*, collectively referred to as "the governing documents."

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### Rules and Regulations of the Woodland Hills Home Owners Association

Effective Date: February 24, 2025

Preceding Issue: February 24, 2014



## **I     USE OF TENNIS COURTS**

The tennis courts may be used only for the playing of tennis, unless an exception has been granted in writing for special functions authorized by the Board of Directors. General play, sports playing (e.g., lacrosse, basketball, street hockey), bicycles, skateboards, roller blades, scooters, wagons, dog walking, and dog running are specifically prohibited to protect the condition of the court floor and tennis nets. Pursuant to Article IV, Section 3(e) of the *Declaration of Covenants, Conditions and Restrictions*, violation of this rule may subject the violator to suspension of his/her rights to use the tennis courts for a period not exceeding sixty (60) days. Anyone who obtains access to the locked tennis courts, without using a key issued by the Home Owners Association, may be charged with trespassing.

## **II    USE OF SWIMMING POOL**

Approved applications are required for use of the pool. For any resident renting a house, pool applications can be issued either to the tenant or to the owner of the residence, but not to both. An owner who chooses to relinquish the pool privilege must forward the application to the tenant. Pool applications are not sent to tenants.

The pool will be used only for swimming during the hours publicly posted, unless the Board of Directors issues a written permit for a private party. Anyone who obtains access to the swimming pool in violation of this rule may be charged with trespassing.

Supplemental pool rules and regulations, typically addressing the changing pool management circumstances, are issued annually as an attachment to the pool application. These rules are regarded as addenda to this document during the year for which the supplemental rules are issued.

Pursuant to Article IV Section 3(e) of the *Declaration of Covenants, Conditions and Restrictions*, pool applications will not be approved for any homeowner for any period during which any assessment against that member remains unpaid, including late fees, legal fees and to any homeowner who is delinquent in correcting a notice of architectural violation or violations.



### III **HOUSEHOLD TRASH AND RECYCLABLES**

- A. **Household Waste** is collected on Mondays and Thursdays by the Association's private contractor.

Bagged household trash may not be left outside for disposal prior to the morning of scheduled pickup unless the bagged trash is in an enclosed trash container. Enclosed containers (with tight-fitting lids) may be left the evening prior to next-day pickup, but not before sundown. This rule is to assure that vermin are not attracted by accessible food waste.

Household trash must be left only on the public sidewalk in front of the residence from which it originates. It may not be placed on property managed by the Woodland Hills Home Owner Association through its Board of Directors, including parking spaces or common grounds. This rule is to assure that trash-disposal violations can be associated with a particular household.

- B. **Recyclables**, such as paper, newspaper, magazines, cardboard, glass, cans and plastic containers, are collected on Tuesdays by the City of Gaithersburg. These materials are placed in green recycling bins, issued by the City of Gaithersburg. Bins should be ordered by contacting the City of Gaithersburg's Public Works Department.

- C. **Yard Waste** is collected on Tuesdays by the City of Gaithersburg. Grass clippings, loose leaves, and brush must be bagged separately in yard-waste brown-paper bags (not plastic bags) available at many retailers. Place the bags close to the nearest curbing, but not in the street. Dirt and rocks are not acceptable items.

Tree limbs, clipped or extended branches, and clipped branches may be left at the curb – but not in a parking space – for pickup as part of the yard-waste pickup. Limbs and branches cannot exceed 4-inch diameter, 6 feet in length or weigh more than 40 pounds. Place the limbs and branches in a stack not exceeding 24" in height.

- D. **Bulk Recyclables** are collected ON DEMAND ONLY by the City of Gaithersburg. Call or email the City to schedule a bulk recyclables pickup. Do not place any materials out for collection until you have received a schedule confirmation and not more than 24 hours prior to the scheduled collection.

Accepted items include furniture, doors, mattresses, bedsprings, rugs, televisions, computers, non-metal sinks, tubs, toilets, appliances, bicycles, lawnmowers (remove gasoline), wheelbarrows, scrap metal, lumber (no nails) and small amounts of remodeling debris (in piles less than 4'x4'x8'). Contractor debris will not be collected.

Mirrors and windows must be placed on top of other bulk recyclables so they can be hand-removed by recycling crews. When left at the bottom of a pile they frequently have been crushed into small pieces when the pile is retrieved by front-end loaders.

Remove or secure doors of large appliances so they cannot be opened.

Items not accepted include paint or paint cans, vehicle tires, rechargeable batteries, car/truck batteries, propane tanks, insecticides, paint remover, gun ammunition, antifreeze, motor oil, clothing and textiles. Take these items to the Shady Grove Transfer Station at 16101 Frederick Road, Derwood, MD 20855. It is open seven days a week, except holidays.

Paint cannot be left for bulk recyclables pickup. Water-based paint should be hardened and then included in household waste. Hardening can be done with kitty litter, shredded newspaper, or evaporation leaving the can uncovered. Unhardened paint is easily crushed in the trash-collection truck's compactor, possibly causing a leaky trail of paint on community streets. Take lead- and oil-based paint to the Shady Grove Transfer Station and be prepared to show your driver's license at the hazardous-waste station.

- E. **Loose-Leaf Pickup** is provided by the City of Gaithersburg beginning the last week of October until the last full week of December and between the last week of March through the first two weeks of April, weather permitting. Rake or carry loose leaves to a curb where there are no parking spaces. Remove rocks, branch and limb pieces. Avoid putting out leaves when snow is forecast. Do not place the leaves in plastic bags.
- F. **Holiday Trees** are collected by the City of Gaithersburg from December 26 until March 1. Place trees at a curb but not in a parking space. Remove all decorations. Do not wrap trees in plastic. Artificial trees and root balls of natural trees will not be accepted.

- G. **For questions** regarding household-waste collection, contact the Association's property management company. For questions regarding all other collections, including the removal of oversized yard waste that cannot be collected during the weekly recycling service, call the City of Gaithersburg's Public Works Department.

#### IV **VEHICLE PARKING AND STORAGE**

- A. **All lined parking spaces** within Woodland Hills belong to the Woodland Hills Home Owners Association. Parking is neither reserved nor assigned, except for reserved handicapped parking as required under federal and state laws. Parking for all others is available on a first-come, first-served basis. Residents are urged to be considerate of neighbors who have special needs (e.g.: elderly, mothers of infants, handicapped who wish not to invoke assigned parking).
- B. **Vehicles must park** within the double-striped lines that designate a parking space. Parked vehicles that straddle or extend beyond the double-striped lines or extend into the city street will be treated as a violation of Rules and Regulations, immediately subject to tow for any subsequent identical violation within 180 days after one written warning tag has been affixed to the vehicle.
- C. **Vehicles shall not block or extend over any portion of the sidewalks.**
- D. **Portable on-Demand Storage** (PODS) may be located on a parking space for up to 24 hours without prior approval. Residents must contact the property management company to request time extensions.
- E. **Based on city code Chapter 17 AA, the following motor vehicles are not permitted** in parking spaces on common property, or upon any property within the city-zoned residential property, unless stored within a completely enclosed garage:
- E.1 Dismantled or inoperative motor vehicles;
  - E.2 Vehicles whose registration has expired;
  - E.3 Vehicles in a state of major disassembly, disrepair, or in the process of being stripped or dismantled; and,
  - E.4 Vehicles undergoing major repairs, including body work. Examples of major repairs include: replacing a transmission, front or rear end springs, shocks, valves, pistons, rings, carburetor or other vehicle major parts of a motor, engine or body.

F. **Additionally, the following vehicles are not permitted** to be parked in parking spaces on common property:

- F.1 Trucks, viz: Any vehicle with a load capacity greater than 3/4-ton and meeting any of the following conditions: (a) having more than two axles; or (b) having wheels (not tires) with a diameter which exceeds 15 inches; or (c) having 6 or more wheels.
- F.2 Commercial vehicles, viz: Any vehicle with commercial license plate or tag, any advertisements displayed, any ladder racks or loaded/visible equipment, or any vehicle used for commercial purposes may not be parked outdoors overnight. An exception is made for official police or fire automobiles.
- F.3 Trailers, viz: Any vehicle drawn by another vehicle having motor power.
- F.4 Boat (self-explanatory).
- F.5 Camper, viz: Any vehicle drawn by a car or truck and used as a temporary or permanent dwelling.
- F.6 Recreational-Vehicle Camper, viz: Any self-propelled camper.
- F.7 Camper Truck, viz: Any self-propelled camper.
- F.8 Stored Vehicles, viz: Any vehicle which remains stationary in the common parking areas or private driveways and does not leave the community for a period exceeding 14 days. Waivers (e.g.: illness, vacations, employment travel) may be granted upon written request to the property-management company.

G. **No motor vehicle may be driven on common property** (grassy or wooded common areas). An exception is made for utility vehicles on utility easements. Motorcycles may be parked on curbside spaces designated for parking or in the homeowner's fenced rear yard. To reach the homeowner's fenced rear yard, a motorcycle may only be walked on common areas. Residents are responsible for any damage done to common areas by their vehicles.

## **V VEHICLE PARKING AND STORAGE VIOLATION ENFORCEMENT**

Vehicles parked in violation of the foregoing Rules and Regulations will have a Warning Notice posted on the vehicle citing the violation and indicating the vehicle must exit the community within 72 hours and returned at any time. This is to demonstrate that the vehicle is not being moved from one parking space to another without, in the interval, having left the community. Vehicles that have had violation notices posted within the past 180 days are subject to tow without first having a Warning Notice posted on the vehicle. Towing is undertaken per provisions of the

City of Gaithersburg's Code entitled "Motor Vehicles and Traffic," Section 14-7(b) and posted throughout the community. Any towing and storage charges or damage incurred in the process shall be the responsibility of the vehicle's owner.

## **VI     RESERVED HANDICAPPED PARKING**

Reserved handicapped parking will be arranged as soon as reasonable upon receipt and review of a written request, providing reasonable accommodations for handicapped parking as close as practicable to the townhouse of a handicapped person. The Association will require a photocopy of the "Disability Parking Certification" documentation issued to the resident from the Maryland Motor Vehicle Administration. Copies of certification-renewal documents must be submitted to the Association within 30 days of their issuance.

The signage for this parking shall be placed on a post on the lawn directly in front of or as close as possible to the handicapped parking space and will include a Reserved Parking sign displaying the International Symbol of Accessibility. Additional language on the posted sign may designate the parking space for the exclusive use of the person requesting it, reading "By Woodland Hills Permit Only," and showing the handicapped tag or license plate number. If requested, the Association can mark or paint the pavement of this parking space with the white International Symbol of Accessibility.

In further compliance, and subject to the Fair Housing Amendments Act, the Association may, if necessary and reasonable, install ramps and widen the parking space for van-accessible parking. The Association will remove the signage when the handicapped person moves, dies, or no longer possesses a valid Disability Parking Certification.

## **VII    MAINTENANCE OF COMMON PROPERTY**

Maintenance of common areas is the sole responsibility of the Board of Directors. No changes in these areas may be made without the written permission of the Board of Directors. This includes pruning, alteration to, and removal of trees, changing the grade of the grounds, and adding or removing plants, leaves and pine needles. Residents shall abstain from such practices as the storage on common grounds of items (usable firewood being an exception), and the dumping of any grass, leaves, clippings, branches, shrubs, holiday trees, automotive items, yard

waste and household waste of any kind thereon. Dumping violations may be prosecuted under City Code Chapter 18-4(a).

## **VIII CITY ENFORCEMENT AND NUISANCE ABATEMENT**

Residents should contact the City of Gaithersburg for nuisance-abatement complaints involving other residents. Examples of such nuisances are dogs and cats running at large, barking or soiling the grounds, tall grass (10" or higher), children playing in the street or trespassing on private property, and hazardous trees on a homeowner's property. The Woodland Hills Home Owners Association defers to city authorities to exercise enforcement.

## **IX CITY ENFORCEMENT AND LANDLORD-TENANT DISPUTES**

Both Chapter 13 and the City of Gaithersburg Code and provisions of state law regulate most aspects of landlord-tenant relations to the city. The City's Neighborhood Services staff can mediate disputes. If it appears a violation of law occurred, the city has a Commission on Landlord-Tenant Affairs that can hear the case and render a judgment. The Woodland Hills Home Owners Association has no authority to intervene in these matters, deferring to the city and state for enforcement of their applicable codes.

## **X PROCEDURES AND CHARGES FOR COLLECTION OF DELINQUENT ASSESSMENTS**

### **Whereas:**

- Article V of the Woodland Hills *Declaration of Covenants, Conditions and Restrictions* grants the Board of Directors all powers for the conduct of the affairs of the Association which are granted by Law and the Woodland Hills Home Owners Association documents; and
- Article 12 of the *By-laws* provides that each member is obligated to pay assessments as more fully provided in the *Declaration of Covenants, Conditions and Restrictions*; and
- Article V, Sections 1,6,7,8 and 9 of the *Declaration of Covenants, Conditions and Restrictions* establishes remedies for the non-payment of assessments; and
- There is a need to establish orderly collection of unpaid and delinquent assessment dues in accordance with the *Declaration of Covenants*,

*Conditions and Restrictions*, its *By-laws*, the Maryland Contract Lien Act and other applicable law; therefore:

- The Board of Directors of the Woodland Hills Home Owners Association, Inc. resolve to rescind any previous procedures concerning the collection of unpaid and delinquent assessment dues and substitute in lieu thereof the following procedure concerning the collection of unpaid and delinquent assessment dues:

1. **HOMEOWNER ASSESSMENT DUES AND DELINQUENCY:** A

homeowner's assessment is due and payable in full to the Association's Management Agent on the first full day of the month for which it is assessed. A unit owner is considered delinquent if the full monthly share of the annual assessment, or any special or emergency assessment, is not paid by the 15<sup>th</sup> of the month for which it is due.

2. **LATE CHARGES:** A late charge of \$10.00 will be assessed against the owner(s) of any unit whose assessment is not paid by the 15<sup>th</sup> day of the month for which it is due. Any installment that is over thirty (30) days will also bear interest at a rate of 8% per annum.

3. **RETURNED-CHECK CHARGES:** Any bank charges imposed against the Association for checks returned due to insufficient funds, or for any other reason, will be assessed against the unit owner(s).

4. **PAYMENTS CREDITED:** All payments will be credited against the oldest outstanding assessment balance as follows:

- Court filing fees;
- Attorney's fees;
- Other collection costs;
- Late fees; and
- Assessments.

5. **FIFTEEN-DAYS (15 DAYS) NOTICE:** If an assessment is not paid to the Association's Management Agent by the 15<sup>th</sup> day of the month for which it is due, the Management Agent shall notify the responsible unit owners (s), by first-class mail to the last known address of owner( s), of the unpaid assessment and of an additional assessment or late charge often dollars (\$10.00), and shall request immediate payment. It is the responsibility of each unit owner to keep the Management Agent informed of his or her current mailing address.



6. **THIRTY-DAY (30 DAY) NOTICE:** In the event that assessments are not paid by the 30<sup>th</sup> day following the initial assessment due date, the Management Agent will forward a Notice of Intent to Create a Lien to the last known address of the responsible unit owner(s) by both certified "return receipt requested" and first-class mail. The amounts claimed in the Notice of Intent to Create a Lien will include unpaid assessment(s), including late charges, collection costs and/or charges otherwise attributed by the Association to the account of the responsible unit owner(s), and notification to the unit owner(s) that before the lien is filed in the Lands Records of Montgomery County, the remaining annual assessments for the current fiscal year will become accelerated and immediately due and payable, as permitted by Article V, Sections 6, 7, 8 and 9 of the *Declaration of Covenants, Conditions and Restrictions* and will bear an interest rate of eight percent (8%) per annum until paid in full. The Notice of Intent to Create a Lien shall include:
- The name and address of the party seeking to create a lien;
  - A statement of intent to create a lien;
  - An identification of the contract;
  - The nature of the alleged breach;
  - The amount of damages;
  - A description of the property against which the lien is intended to be imposed sufficient to identify the property and stating the county in which the property is located; and
  - A statement that the party against whose property the lien is intended to be imposed has the right to a hearing under Subsection (c) of Section 14-203 of the Maryland Contract Lien Act.
7. **EFFECTIVE DELIVERY OF NOTICE OF INTENT TO CREATE A LIEN:** If the addressee does not receive or otherwise pick up the certified (return-receipt requested) letter and it is returned unsigned to the Attorney/Management Agent, arrangements will be made to personally serve the Notice of Intent to Create a Lien upon the unit owner(s) via private process server or otherwise as is permitted or required under the Maryland Contract Lien Act. Any charges incurred by the Association for service of said Notice will be assessed against the unit owner(s).

8. **SIXTY-DAY (60-DAY) ACTION:** If the Management Agent has not received payment in full of the amount claimed in the Notice of Intent to Create a Lien within 30 days of its postmark date (60 days following the original assessment due date), or has not received notice from the Circuit Court of the County that a complaint has been filed, a lien will be filed in the Land Records of Montgomery County. The lien will include the unpaid delinquent assessment balance, the accelerated balance for the current fiscal year, as permitted by Article V, Section 8, of the *Declaration of Covenants, Conditions and Restrictions*, and additional collection costs, including lien preparation, filing and release costs. The Association's attorney or the management agent will notify the responsible homeowner by certified mail that a lien has been filed, including the total amount due and payable.
9. **LEGAL ACTION:** Upon filing of a lien, the Management Agent will immediately forward the required information to the Association's attorney for collection. The attorney shall initiate a civil lawsuit seeking money damages and/or foreclosure proceedings against the responsible unit owner(s) as soon as legally possible. All collection costs and reasonable attorney fees of not less than twenty percent (20%) shall be added to the amount of each assessment.
10. **HOMEOWNER RIGHT OF APPEAL:** A unit owner(s) may appeal at any time to the Board of Directors concerning the accuracy of any assessment, the determination of delinquency, or to explain any extenuating circumstances which led to nonpayment. An appeal may be in writing, in person at a regularly scheduled board meeting, or verbally to any member of the Board of Directors followed by a written notice of appeal, mailed certified return-receipt requested. An appeal will be considered at the next regularly-scheduled board meeting following receipt by the board of the written notice of appeal. The Board of Directors may, at their discretion, stay any legal action specified above pending the appeals hearing. The Board of Directors, after the appeal hearing, reserves the right to suspend or delay any legal action specified above and substitute any specific payment schedule agreeable to the board and the unit owner(s), and to reimpose any legal action specified above if the unit owner abrogates the payment schedule.

11. **SEVERABILITY:** The provisions herein shall be deemed severable, and the invalidity or unenforceability of any provision shall not affect the validity or enforceability of the other provisions hereof. If any provisions herein, or the application thereof to any person or any circumstance, is invalid or unenforceable: (a) a suitable provision in the *Declaration of Covenants, Conditions and Restrictions* or *By-laws* shall be substituted in order to carry out, so far as may be valid and enforceable, the intent and purpose of such invalid or unenforceable provision; and, (b) the remainder and application of other provisions herein shall not be affected by such invalidity or unenforceability.
12. **MISCELLANEOUS:** Nothing herein shall be construed to restrict or otherwise limit any of the Association's rights and remedies as may be set forth in its *Declaration of Covenants, Conditions and Restrictions* and *By-laws*.
13. **SUMMARY OF DUES-COLLECTION CALENDAR:**

DAY	ACTION
-----	--------

- |    |  |
|----|--|
| 1  | Monthly assessments due  |
| 15 | Last day for receipt of assessment without incurring late charge   |
| 16 | Assess late charge (currently \$10.00)<br>Mail Notice of Delinquency   |
| 45 | Last day for receipt of assessments due, late charges, and other fees without incurring additional penalties   |
| 46 | Assess collection charges for Notice of Intent to File a Lien (currently \$40.00).<br>Mail Notice of Intent to File a Lien by Certified Mail, Return Receipt Requested |
| 76 | Last day of receipt for payment or notice from the Circuit Court   |
| 77 | Case submitted to Attorney for filing of lien.   |
| 87 | Attorney instructed to implement foreclosure and any other appropriate legal procedure directed by the Board of Directors.   |



Garfield Blake, President  
Woodland Hills Home Owners Association  
Date: 2/24/2025

**WOODLAND HILLS  
HOME OWNERS ASSOCIATION**

**ARCHITECTURAL GUIDELINES**

**Effective: February 24, 2025  
Preceding issue: May 16, 2022**

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# WOODLAND HILLS HOME OWNERS ASSOCIATION

## ARCHITECTURAL GUIDELINES

Revised February 24, 2025

Prior to or at settlement, new homeowners should have received copies of the Woodland Hills *Declaration of Covenants, Conditions and Restrictions* (“*Covenants*”); the *By-Laws*; the *Rules and Regulations*; and the *Architectural Guidelines*. For rental property, it is required by law that each landlord provide tenants with copies of all these documents.

Residents should review these documents. Articles VII and VIII of the *Covenants* specifically address the issues of architectural control and restrictions on the use of the property. The *Rules and Regulations* address use of the common areas such as the tennis courts, swimming pool, parking spaces, etc., and procedures for violation enforcement and collection of assessments, among other things.

Members of the Architectural Review Committee (ARC) are responsible for coordinating approval of physical changes and other modifications to the exterior of your house and yard. They also monitor existing conditions and report on any infractions of the *Architectural Guidelines*. Those in violation will be notified soon after the report is received.

Committee members voluntarily serve with the best interests of the community in mind, working to protect everyone’s investment and quality of life by maintaining community standards and protecting the physical environment. Your cooperation is greatly appreciated.

### I. ALTERATIONS TO YOUR HOME AND PROPERTY

Article VII of the Woodland Hills *Covenants* requires that all modifications to the outside of one’s home (including your front yard, rear yard, and common areas) must be approved in writing by the Board of Directors and/or a duly appointed ARC.

To expedite certain noncontroversial improvements, the ARC has included in Section A (below) certain common alterations to property that have been given blanket approval; any proposed modification for which blanket approval has not been given must first be submitted to the ARC in writing for approval. Please submit written requests using attached ***Request for Approval of Alteration to Property*** to:

Woodland Hills ARC  
c/o Metropolis  
4307 Gallatin Street  
Hyattsville, MD 20781

E-Mail: [arc@woodlandhillsmd.com](mailto:arc@woodlandhillsmd.com)

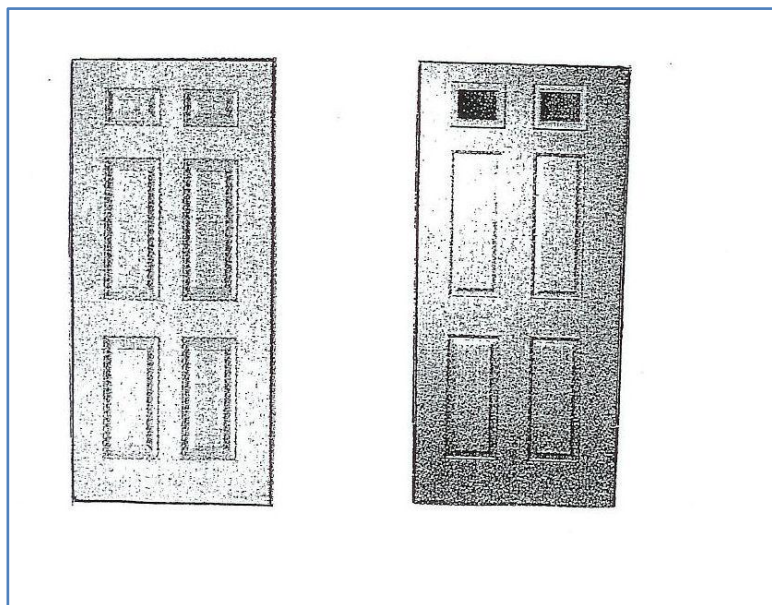
Requests should be specific and include plans and/or drawings of the alteration (blueprints if available), as well as information on the material to be used, the precise location of the modification, paint color chips, pictures, etc. In some cases, it may be helpful to describe the change directly to a member of the ARC in addition to the written request. The ARC must respond within thirty (30) calendar days after receipt of a request. If approved, modifications must begin within six (6) months and must be completed no later than nine (9) months from the date of approval.

All modifications and/or additions must meet Montgomery County and City of Gaithersburg Building and Fire Codes. Be aware that failure to obtain proper building permits is illegal and may invalidate your homeowner's insurance policy. Before starting any excavation, call "Miss Utility" at 1 (800) 257-7777 to have the utility cables staked out.

If building materials, trees, etc., are purchased or alterations are made prior to receiving written approval of the ARC, the buyer may discover the alteration has not been approved and that the materials must be returned and/or the property restored to its original condition.

**A. BLANKET APPROVAL.** (No request for approval required).

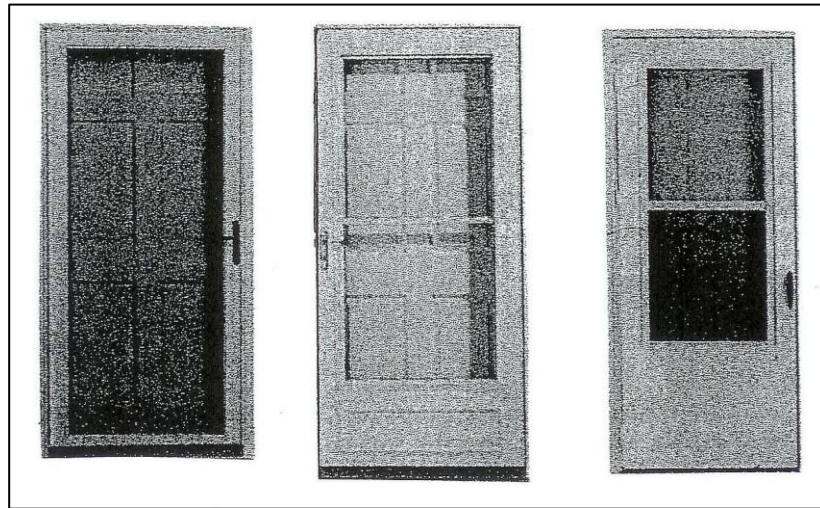
1. Tarps for covering wood piles are allowed if in a color that blends with the surroundings such as brown.
2. Front doors. Front door or main door must be one of the two approved designs as shown below.



**Approved Front Door Styles**

Front doors must be painted the appropriate color as stated on the Exterior Colors Disclosure Form for each home.

3. Storm/screen doors need not be approved if the specific following criteria are met: (1) the color of the door frame matches that of the correct front door color or it matches the correct trim color adjacent to the front door, (2) the door frame style must be plain, undecorated (no grids or scallops) and (3) the glass must be completely clear and either full glass or  $\frac{3}{4}$  glass (no grids, scallops, or etches). **NO RAW METAL DOORS OR METAL SECURITY DOORS ARE PERMITTED.** Approved Storm/Screen Door Style examples include the following:



**Approved Storm/Screen Door Styles**

4. Front door accessories. Kick plates, peepholes, door knockers, door knobs must ALL be the same color of brass, silver nickel, black or bronze.
5. Seasonal decorations may be attached to or displayed on one's property for a limited period of time not to exceed two (2) weeks after the season or holiday has passed. This includes Christmas lights, holiday specific wreaths, lawn ornaments, and other assorted exterior holiday specific ornaments or decorations.
6. Garden hose and caddy may be attached to the front of the house no higher than 36" with no written approval. The caddy needs to be maintained in good condition and the hose needs to be rolled neatly onto the caddy when not in use.
7. Repainting of shutters and doors in a color and finish as noted on the Exterior Paint Disclosure Form, which may be obtained from the management company. All white trim shall remain white.
8. Copper bay window roofs must remain unpainted. Any changes in color or shade must first be approved by the ARC. For color changes, samples of the proposed color(s) must be submitted along with the written request.
9. Video programming receiving antennas.
- a. In accordance with the Telecommunications Act of 1996 and the implementing regulations, a satellite dish one meter (39") or less is

permitted to be located on the homeowner's property. Satellite dishes in excess of one meter are prohibited.

- b. All installations must be completed in a professional manner and all cables must be concealed. After being installed in accordance with the location requirements below, the dish must create the least visual intrusion possible and painting or screening may be required. The installation must conform to the manufacturer's guidelines and any Montgomery County and City of Gaithersburg safety, zoning, and other applicable requirements.
  - c. For 18" dishes or local broadcast antennas, the required location is the rear of the house, IF AN ACCEPTABLE QUALITY SIGNAL CAN BE RECEIVED THERE, with the dish or antenna as close to the roof surface as possible and not visible above the peak of the roof.
  - d. IF AN ACCEPTABLE QUALITY SIGNAL CANNOT BE RECEIVED IN THE ABOVE LOCATION, the required location is the first location listed below that provides an acceptable quality signal:
    - (i) Rear yard, provided it is screened with planting material.
    - (ii) Rear elevated deck, not visible above railing.
    - (iii) Front or side roof, with the dish or antenna as close to the roof surface as possible.
  - e. For 19" to 39" dishes, the required location is the rear yard.
  - f. If a satellite dish is inoperable, it must be removed.
10. Railings. All railings must be painted black.
11. Garage Doors. Garage doors must have the 4x4 panels as shown below. Garage door colors are listed on the Exterior Paint Disclosure Form for each home.



**Approved Garage Door Styles**

12. Mulch. Mulch must be black or brown.
13. Pathway lights. Maximum of 12 pathway lights per property in the following colors: brass, silver nickel, black or bronze, no taller than 12", are allowed.
14. Video Doorbells. Arlo, Nest Hello, SimpliSafe, and Ring Video Doorbells do not require approval. All other Video Doorbells must be approved by ARC. It is the responsibility of the homeowner to comply with state and federal guidelines governing Video Doorbells.

**B. SPECIFICALLY PROHIBITED - THE FOLLOWING MODIFICATIONS, ADDITIONS, ALTERATIONS AND IMPROVEMENTS ARE PROHIBITED**

1. Window air conditioners.
2. Any exterior antenna except as cited in Article I, Section A, Paragraph 9. Wiring for cable television must be installed with minimal cable visible on the exterior of the house.
3. Awnings, including tent-like structures such as carport coverings, free-standing awnings, solar awnings, covered metal awnings, vinyl awnings, canopies, awnings that are attached to the house, gazebos and any material for lining deck railings.
4. Raw metal storm doors.
5. Painting or covering of concrete stoop, steps, or walkways.
6. Nonstandard window treatments, such as bed sheets and mattress pads.
7. Non-original designed Front or Main Door Styles. Any main door that is not a customary six-panel door is prohibited. Six-panel doors include non-glass doors and doors containing two top clear glass panels. See Article I, Section A, Paragraph 2 for approved door styles.
8. Swimming pools.
9. Temporary Structures such as Trailer, Tent, Shack.
10. Structures on common area. No structure of a temporary character, trailer, tent, shack or other outbuilding shall be maintained upon any common area at any time.
11. Outdoor clothes dryers or clothes lines on common area. Outdoor clothes dryers or clothes lines shall not be maintained upon any common elements at any time.
12. Clothes, towels, mats on balcony railings. Nothing shall be hung on any railing.

**C. SUBMIT FOR APPROVAL**

Refer to the *Covenants* (Article VII., page 22) for a general description of what constitutes a change to your property.

Except as otherwise provided in I. A. above, generally, any change to the exterior of a Lot requires Board or ARC approval. Examples of such changes include, but are not limited to:

1. Decks;
2. Patios;

3. Fences;
4. Fireplaces and stoves which require exterior modifications to the structure;
5. Attic fans which require modification of the roof;
6. Skylights;
7. Any change to the siding when making repairs or replacement, including changes in color, style, and size;
8. Any change to the windows when making repairs or replacement, including changes in color, style, and size;
9. Clotheslines must be submitted for approval regarding (1) the dimension, placement, or appearance in order to protect “aesthetic values” or (2) the placement in order to protect persons or property in the event of fire or other emergencies;
10. Exterior painting other than the original color, shade, and/or gloss;
11. Installation of window boxes on the front of the house;
12. Burglar alarm systems requiring exterior modification;
13. Additional or changes in exterior lighting. ALL LIGHT FIXTURES MUST BE APPROVED BY ARC. Front outside light fixture must be brass, silver nickel, black or bronze in Carriage Style;
14. Outdoor structures/Arbors;
15. Solar panels as the law reads;
16. Sheds; and
17. Coverings, such as vinyl or aluminum, on exterior wood, under bay, greenhouse or standard-type windows.

## **II. HOME RESTRICTIONS**

### **A. Exterior of the house:**

1. House Numbers - Size: In accordance with the Montgomery County Fire Code, effective April 5, 1988, the size of house numbers is five inches (Arabic numbers only). Address numbers must be posted on a contrasting background and displayed in a conspicuous place that is unobstructed and clearly readable from the street. Address numbers posted a minimum of three inches in height before April 5, 1988, may remain until such time as they are replaced with the five-inch numbers.
2. House Numbers - Must be Displayed. All houses must display address numbers.
3. Front Yard Plants: Plants, low shrubs, flowers and trees will be allowed in the front yard; however, homeowners who wish to fill their entire front yard with flowers and/or shrubs must submit a request for approval to ARC. For new plantings, homeowners should take into consideration the size of the mature plantings and their location with regard to public sidewalks and neighbors’ property. For existing plants and trees, homeowners must insure there is no obstruction of sidewalks and common areas.



4. Vegetable/Fruit Gardens: There will be no vegetable or fruit gardens in the front or side yards, but individual, compact vegetable or fruit plants (no more than three (3)), are allowed in the front or side yards. Each homeowner is expected to maintain any vegetable or fruit plantings (front, side, or rear yards) in a manner so as not to create a health hazard.
5. Front yard fencing: The only fencing allowed in the front yard is small decorative fencing around flowerbeds (such as wire, brick, railroad ties, or white picket). This decorative fencing shall be no higher than 12 inches. There will be no privacy fencing of any kind placed in the front yard.
6. Storage: No storage of goods, such as firewood, inflatable pools, children's toys, bikes, skateboards, trashcans, recycling bins, gardening tools, etc., will be allowed in front of the house.
7. Signs: No signs of any kind shall be displayed in front or about any unit, except one sign advertising the house for sale or rent or election campaign signs.
  - a. House for Sale or Rent Signs—May not exceed 4 square feet.
  - b. Election Campaign Signs—In accordance with the Gaithersburg City Code, Section 24-210, subsection k and Section 11B-111.2 of the Maryland Homeowners Association Act, may not exceed 9 square feet for residential postings, may be posted no earlier than 30 days before an election and taken down no later than 7 days after an election.
8. Lighting fixtures, including low sidewalk or garden lighting or carriage lighting on poles and/or other types of decorative lighting must be submitted to the ARC for approval.
9. Garden ornaments: Decorative items, such as garden ornaments, name signs, habitat signs, etc., must be submitted for approval.
10. Metal Railings on front porches and steps leading to the front door shall remain iron railings in the same design as provided by the builder and painted black.
11. Acceptable outdoor structures shall be of an arbor, not gazebo, type. That is to say that the structure shall not be designed as a shelter, but rather an entrance or passage, and thereby shall not be equipped or fitted with provisions for fixed seating of any type.

The overall structural envelope, that is the maximum overall dimensions of any structure, shall not exceed 7'-0" in height, 5'-0" in width, and 2'-6" in depth. The height shall be measured as the average height along any structure elevation, that is a side, front, or rear elevation. Along any of these sides, the average height from grade to the highest point of the structure shall not exceed 7'-0". The maximum width and depth dimensions shall include any overhang that the roof of the structure may have.



The finish of the structure shall blend well with the decks and fences throughout the neighborhood and must be submitted to Architectural Review Committee for approval. *See* Decks and Fences and Stains below in Article II, Sections D, E, F and G.

**B. Tree Care and Removal:** No trees shall be removed from any lot without the express written authorization of the ARC. Written approval by the ARC should be submitted to the City of Gaithersburg, Planning and Code Administration when applying for a tree-removal permit, as mandated by the City's Tree Removal Policy.

1. The City Code, Section 21-10, as of the date of the adoption of this Policy, requires a permit for tree removal on private property. Tree removal means "removal, relocating or topping of the tree." Trees affected by this code are any trees with a caliper of more than two inches, as measured at four inches above ground level.  
<https://www.gaithersburgmd.gov/services/permitting-inspections/general-permits/tree-removal-permits>.
2. Steps to obtain tree removal permit:
  - a. Submit *ARC Request for Approval of Alteration to Property* to the Management Company specifying location of tree(s) to be removed.
  - b. Submit [TREE REMOVAL APPLICATION](#) the City of Gaithersburg including ARC approval, Site Plan or House Location Plat showing tree(s) to be removed, and photograph of tree (optional).
  - c. Pay fee (\$5 per tree, plus 10% automation fee).
  - d. Request tree inspection from City inspector or arborist. Arborist's report may be required to determine survivability for specimen trees 9 inches in caliper, or larger.
  - e. Attach arborist's report(s) or tree services' evaluation.
3. Tree Replacement: Once the tree is removed (at the homeowner's expense), the homeowner must plant another tree (at the homeowner's expense) that is proportionate at maturity to the size of the townhouse or receive written permission from the ARC not to replace the tree. The ARC at its discretion may adopt and promulgate rules and regulations regarding the preservation of trees and other natural resources and wildlife upon the properties. NO BRADFORD PEARS OR PEAR TREES OF ANY TYPE can be planted as a replacement tree. These native trees have been approved for use as replacement trees (these are just suggestions):
  - a. Blackhaw viburnum (*viburnum prunifolium*);
  - b. Carolina silverbell;
  - c. Sourwood;
  - d. Dogwood;

- e. Serviceberry;
- f. Sweetbay magnolia; and
- g. White fringetree.

4. Trees in the way of a fence: A practice commonly used throughout the neighborhood by property owners has been to work fencing around trees in some manner. By boxing or angling fencing, trees can be avoided. Keeping the fencing from impeding or infringing on the tree's growth will keep the tree healthier and should diminish tree decline and the resulting maintenance costs.
5. Boundary Trees: A tree which is located or grows across property lines is referred to as a "boundary" tree. Ownership is assumed by both property owners and the cost of caring for and maintaining such a "boundary" tree should be shared by both property owners. In the case of a "boundary tree", all of the property owners own the tree and share responsibility for it. Tree removal without the consent of all the property owners is unlawful. Replacement for a boundary tree will be determined on a case-by-case situation.

**C. Fences:** Any fence to be constructed on any lot in the community must be in accordance with the following specifications:

1. Prior Architectural Approval.
2. Permit: A Permit is required from the City of Gaithersburg once homeowner has ARC approval. See for information:  
<https://www.gaithersburgmd.gov/services/permitting-inspections/residential-permits/fence-permits>
3. Fences must be board-on-board, pressure-treated wood or cedar and are to remain a natural color (no tint added for new construction) as pictured below.



**Post Cap**

**Top Rail Cap/End Cap**

4. Fence boards: shall be 6 inches wide.
5. Fence Caps. Fences shall also be finished with Top Rail caps along the top of the fence and Post caps on top of the fence posts.
6. Fence location: shall not be permitted to be erected forward of the front foundation wall of the house.

7. Fence height: The height of the fence must be 6 feet. Any exception or variation must be submitted to the Architectural Review Committee for consideration and approval. The height of the rear portion of the fence may vary but must be submitted for approval.
- D. Party Fences:** Any Party fences to be constructed on any lot in the community must be in accordance with the following specifications:
1. Party fence design: Party fences must be board-on-board, pressure-treated wood or cedar, flat post caps, shall be finished in accordance with Section F (Stains for Decks and Fences) guidelines below, and should match the deck, if a deck exists on the lot. Party fences shall also be finished with Top Rail caps along the top of the fence and Post caps on top of the fence posts.
  2. How party fences are maintained: Must be maintained as part of the original structure and must not be higher than 6 feet.
- E. Decks:** Decks shall be constructed using pressure-treated wood. The deck flooring, stair treads and deck railing may be constructed using composite material that has been approved by ARC.
1. Deck Construction and Deck Permit Application. See: <https://www.gaithersburgmd.gov/services/permitting-inspections/residential-permits/deck-permits>.
  2. Deck Setback. Any deck must be built with a setback of 1 foot on either side of the deck to allow sufficient space to work on the deck without being on neighbor's property.
  3. Composite materials. Any composite materials and colors used in the construction of a deck including deck flooring, deck stair treads, and deck railing must first be submitted and approved by the ARC prior to the installation.
  4. Deck privacy screen specifications. A privacy screen is the screen constructed in a manner to provide privacy from one deck to another. The Privacy Screen extends up from the deck railing and must be made of lattice.
    - a. Lattice privacy screens shall be fully framed.
    - b. The privacy screen shall be finished in accordance with Section F guidelines below and must be approved by ARC.
    - c. Privacy screen height plus the deck railing height shall not exceed a combined height of 6 feet above the deck flooring nor be greater than 8 feet in length.

- F. Stain/Paint for Decks and Fences:** The Woodland Hills HOA stain and paint colors are provided as a service, and the HOA is not responsible for discrepancies. The HOA is not promoting any brand of stain/paint. Any manufacturer's stain/paint can be used; however, it is the responsibility of the homeowner to insure that the color of the stain/paint used matches the attached sample. Any change of color from the Exterior Paint Color on the Disclosure Form must be submitted on a Request for Approval to Property Form to the Woodland Hills HOA management company.

ARC approved deck and fence finish and stain/paint options are:

1. Natural and untreated wood.
2. Untinted, clear wood preservative.
3. Solid color in *SC-105 Padre Brown* (RGB: 86 70 62, LRV: 6.71%).

- G. Sheds and Rubbermaid-type storage bins/sheds** must be submitted for approval and must meet the following requirements:

1. Sheds.
  - a. The side of a shed in a completely fenced backyard must be contiguous to the house or fence and must not exceed the fence height.
  - b. The side of a shed in an unfenced backyard must be contiguous to the back of the house or under a deck.
  - c. No metal sheds are allowed.
  - d. The sides must be finished to blend with the fence.
  - e. The shingles should match the house roof in color and quality or, for a constructed shed, they should be cedar shakes. Once ARC approval is received, homeowner must secure a shed permit from the City of Gaithersburg.
2. Shed Permit. For guidance and Residential Shed Permit Application, see: <https://www.gaithersburgmd.gov/services/permitting-inspections/residential-permits/shed-permits>
3. Rubbermaid-type Storage Bins/Sheds.
  - a. The side of a Rubbermaid-type storage bin/shed in a fenced backyard must be contiguous to the house or fence and must not exceed the fence height.

- b. The side of a Rubbermaid-type storage bin/shed in an unfenced backyard must be contiguous to the back of the house on a deck or must be contiguous to the back of the house at ground level or must be under a deck.

**H. Animal and Pet Restrictions.** No animals, livestock, or poultry of any kind shall be raised, bred, or kept on any lot, except that any ordinary number of dogs, cats, or other household pets may be kept provided they are kept in accordance with the rules and regulations of the Association and the City of Gaithersburg; and provided further, that they are not kept, bred, or maintained for any commercial purpose.

1. Pet owners are required to keep their animals on leashes and under control at all times when not on their own property;
2. Pet owners are required to clean up their pets' waste promptly; and
3. Pet owners are required to provide proper shelter for their pets.

**I. No lumber, materials, bulk materials, motor vehicles,** parts and accessories, boats, campers, trailers, appliances, refuse, or trash shall be kept, stored, or allowed to accumulate on any lot except for building materials during the course of construction, maintenance, or repair of any approved structure. Trashcans and recycling bins must be stored in the rear of the home. Trash, garbage, or other waste must be in closed trash containers.

**J. Property Maintenance:** Each homeowner is expected to maintain his structure, fence, lawn, and plantings in an attractive appearance and so as not to present a hazard to connecting structures, to obscure the view of street traffic, or to create a health hazard. No homeowner may waive this responsibility by lease or abandonment of the property. When in the judgment of the Board of Directors and/or the Architectural Review Committee, the property is not maintained consistent with this responsibility, the homeowner will be notified in writing to take corrective action. If corrective action is not taken by the homeowner, then the management agent shall be authorized to take corrective action at the expense of the violating owner.

**K. Chimney Stacks and Chimney Caps:** [See the homeowner's Exterior Colors Disclosure Form which is specific to each individual home.]

### **III. COMMON AREAS**

**A. Alterations:** No owner or tenant, other than the association, represented by its Board of Directors, shall have the right to make any alterations to common areas. Such alterations shall be made only pursuant to authorization of the Board of Directors or the association, as required. With one exception, the storage of personal property on common areas is not permitted. The exception is that firewood, neatly stacked with a four-inch clearance at the bottom supported by timbers (to comply with the intent of City Code 17AA, Section 302.1), may be maintained in common areas adjacent to property lines, provided that it is not on another Owner's Lot without the Lot owner's permission. The firewood must not be rendered unusable due to rotting. Any resultant injury to persons, animals, or property as a result of the firewood being placed on common areas will be the responsibility of the

homeowner, not the association. This exception is granted as a preventative measure to keep termites away from structures in the community.

- B. **Play Areas and Sidewalks:** No toys, bicycles, play equipment, lawn furniture, or other obstruction shall be left unattended in common areas, play areas or on the sidewalks. Owners and tenants are responsible to see that their children comply with the requirement. Each Owner or tenant is responsible for any loss or damage to his play equipment left in play areas or on public sidewalks or common areas. The Association is in no way a bailee of any personal property left on any Common Area.
- C. **Trash:** Owners and tenants shall place their trash on the sidewalk directly in front of their homes no sooner than sundown on the evening preceding trash collection days. Such trash must be in containers with secure lids or in heavy-duty trash bags with secure ties. All containers and any trash not collected must be removed from public view by the evening of trash collection days. Owners and tenants are responsible for removing any trash that spills from their bags or containers. Special trash pickups may be arranged by calling the management office.
- D. **Temporary Storage of Bulk Deliveries:** Owners and tenants shall remove building materials, firewood, top soil, mulch, and other such bulk deliveries from sidewalks and common areas within 24 hours of delivery. No delivery shall be left in parking spaces at any time. All traces of such materials shall be removed by the owner or tenant.
- E. **Signs and Notices:** The common areas are not to be used for posting signs such as for yard sales, open houses, for sale or rent notices. No posting of advertisements of any nature will be permitted on mailboxes. It is a Federal offense to post anything on a mailbox. No posting of advertisements of any nature will be permitted on or in the common areas, with the exception of official notices posted by the Board of Directors or the management agent.
- F. **Plantings:** Any landscaping or planting of trees, shrubs, or flowers shall be done in the common areas with the prior approval of the Board of Directors through the Grounds Committee. Owners are responsible for knowledge of the location of their own property lines which abut the common areas. The Architectural Review Committee encourages owner and tenant interest in the upkeep and beautification of the common areas.

#### IV. ARCHITECTURAL ENFORCEMENT PROCEDURES

- A. **Inspections:** At any time, members of the Board of Directors, the ARC or the Association's management agent may inspect the community and compile a list of individual properties which are in violation of the *Bylaws*, *the Architectural Guidelines*, or *Rules and Regulations*. The intent of this procedure shall be to remedy situations in which a homeowner has failed to properly maintain his property as provided by the *Covenants*, *Bylaws*, or *Architectural Guidelines* or where a homeowner has refused to comply with the approved *Rules and Regulations*.
  - 1. **Board Actions:** The Board will provide a "written demand" letter to the homeowner describing the nature of the alleged violation, the action required to correct or abate the violation, and the time period in which this correction must be made.

2. Homeowner Actions: If the homeowner is unable or unwilling to take action, the homeowner may request a hearing by the Board of Directors by contacting the management agent within the time period allotted for correction in the original notification.
3. Corrective Actions: If corrective action is still not taken by the homeowner, the Board may impose sanctions, including revocation of privileges (pool passes, tennis court usage, voting) until corrective action has been taken. The Board will seek legal advice to collect any and all costs from the owner.
4. Legal Actions by the Board: The Board may also seek legal action against any owner who fails to comply with the *Covenants, Bylaws, Architectural Guidelines* and/or the *Rules and Regulations*.

**B. Board Decisions:** Decisions by the Board will be made on a case-by-case basis and appropriate action will be taken in accordance with the above procedures and with the advice of counsel when appropriate.

**WOODLAND HILLS HOME OWNERS ASSOCIATION**  
**ARCHITECTURAL REVIEW COMMITTEE**  
**REQUEST FOR APPROVAL OF ALTERATION TO PROPERTY**

This form, along with the supporting information, may be printed and mailed to:  
**Woodland Hills ARC, c/o Metropolis, 4307 Gallatin Street, Hyattsville, MD 20781**  
or emailed to: [arc@woodlandhillsmd.com](mailto:arc@woodlandhillsmd.com).

Separate forms must be submitted for **EACH** proposed modification.  
Include additional pages if necessary.

Please describe, in detail, the proposed alteration to your property for which you are requesting approval, including color(s), size(s), specifications, drawings, materials to be used, location and all other pertinent information. Samples of color chips, shingles, or other such building materials, published architectural descriptions, advertising literature or any other information that will help the Architectural Review Committee (ARC) to fully understand your request will assist in the review of your request. If appropriate, a sketch or detailed drawing of the proposed alteration should be included. **YOUR APPLICATION WILL BE RETURNED/DENIED IF the information requested above is not included with your application.**

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Mailing Address (if different): \_\_\_\_\_

**DESCRIPTION OF PROPOSED MODIFICATION:**

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## REQUEST FOR APPROVAL OF ALTERATION TO PROPERTY

### HOMEOWNER'S ACKNOWLEDGEMENTS

#### I/WE UNDERSTAND THAT:

1. The Board of Directors and/or ARC reviews and approves architectural modifications for appearance and compliance with the *Architectural Guidelines* of the community only. The homeowner is SOLELY responsible for the design, structural integrity, and safety of his/her proposed modification.
2. The material herein contained shall represent alterations which comply with the zoning and building codes of the City of Gaithersburg, Montgomery County and the State of Maryland and nothing contained herein shall be construed as a waiver or modification of such ordinances.
3. No work shall commence until written approval by the ARC has been returned to the applicant. Further, if alterations are made before said approval and any construction or improvement is disallowed by the ARC, the applicant may be required to return the property to its former condition at the applicant's expense, including any legal and administrative expenses incurred and fines imposed.
4. Approval of this application is contingent upon all work being completed in a professional and workmanlike manner and in accordance with the specifications included with this application and the *Architectural Guidelines*. The ARC reserves the right to perform routine inspections before issuing final approval. If any construction or improvement is not completed in a professional and workmanlike manner or fails to be in accordance with the specifications included with this application and the *Architectural Guidelines*, the homeowner may be required to correct the work at the homeowner's expense, including any legal and administrative expenses incurred and fines imposed.
5. Approval as granted by this application will be automatically revoked if work has not been completed within 180 days of the ARC approval date and/or completed by the date specified by ARC.
6. The homeowner must inform ARC by mail or email that the work is completed and ready for final inspection within two weeks of the completion of the work.

**By submitting this form, you, the homeowner, acknowledge that you have read, understand, and agree to the conditions listed above.**

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PROPERTY OWNER SIGNATURE



REQUEST FOR APPROVAL OF ALTERATION TO PROPERTY

FOR ARC USE ONLY

☐ APPROVED

☐ APPROVED WITH CONDITIONS

☐ DENIED

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
ARC MEMBER SIGNATURE

\_\_\_\_\_  
DATE

Date of Homeowner’s notification to ARC that the work is completed and ready for final inspection: \_\_\_\_\_

FINAL INSPECTION

DATE: \_\_\_\_\_

☐ APPROVED

☐ APPROVED WITH CONDITIONS

☐ DENIED

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
ARC MEMBER SIGNATURE

\_\_\_\_\_  
DATE

**WOODLAND HILLS HOME OWNERS ASSOCIATION**  
**ARCHITECTURAL REVIEW COMMITTEE**  
**INSPECTION REPORT RESPONSE FORM**

Please use this form to respond to the Inspection Report for your property.

This form may be printed and mailed to:

**Woodland Hills ARC, c/o Metropolis, 4307 Gallatin Street, Hyattsville, MD 20781**

or emailed to: [arc@woodlandhillsmd.com](mailto:arc@woodlandhillsmd.com).

**THANK YOU FOR YOUR COOPERATION!**

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Property Cited with Repair/Maintenance: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

**PLEASE CHECK WHERE APPROPRIATE:**

- ☐ I have corrected **ALL** repair/maintenance item(s). Please re-inspect my property.
- ☐ The repair/maintenance item(s) does not pertain to my home.
- ☐ I would like to appeal the repair/maintenance item(s) to the Board of Directors. Please contact me with the scheduled date that I may appear before the Board of Directors.

**COMMENTS:**

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\_\_\_\_\_  
PROPERTY OWNER SIGNATURE



**INSPECTION REPORT RESPONSE FORM**

**FOR BOARD OF DIRECTORS USE ONLY**

**A hearing with the Board has been scheduled for: \_\_\_\_\_**

**An extension has been granted until: \_\_\_\_\_**

