

**Regents Square Condominium
Architectural Modification Request (AMR) Forms
April 1, 2022**

Statement of Purpose and Policy

One of the intentions of the Board in establishing regulations for architectural modifications in Regents Square is to maintain the harmony of design throughout the condominium. Regents Square was designed to reflect a particular architectural style. Because of proximity of the units to each other, the external appearance of each unit in the condominium affects the appearance and monetary value of every other unit.

Another intention of regulating architectural modifications is safety. All written proposals for additions and modifications must clearly indicate the procedures which insure the safety of the proposed request.

For these reasons, the Board of Directors of Regents Square has established procedures and guidelines in an effort to maintain the community's harmonious appearance and to insure that all additions and modifications are safe and do not pose a danger to the unit or adjacent common areas.

In addition to these procedures, the co-owner of every unit in Regents Square is bound by the Master Deed and By-Laws of Regents Square. (The By-Laws, Article V, Section 12, state "No Co-Owner shall make any alterations to any portion of the Condominium property which is to be maintained by the Council or remove any part or portion thereof; nor shall any co-owner make any additions thereto or do anything which would or might jeopardize the safety or soundness of the structure; nor shall any Co-Owner make any alterations to the water, gas, heating, electrical, plumbing or air conditioning systems, or make any structural addition, alteration, or improvement in or to his unit, without prior written consent thereto of the Board.") In substance, these documents impose legal obligations on each unit Co-Owner to obtain written consent from Regents Square Board of Directors prior to undertaking any structural addition, alteration, or improvement in or to their unit. It also provides guidelines within which any change can be made, such as the requirements that all repairs and replacements shall be substantially similar to the original construction and installation. Neither the Board of Directors nor any committee can waive these provisions.

Any modification which is undertaken without prior Board approval may be removed, after giving notice, at the co-owners expense. Upon notification of the Board's decision to remove the modification, the co-owner's will have fifteen days from the date of the letter to appeal the action, either in writing to the Board of Directors or by attending a meeting of the Board if one is scheduled in that period.

Any fees imposed will be added to the monthly condominium assessment. Failure to pay will result in the imposition of late penalties at the rate of \$ 15.00 per month and may result in having a lien placed against the co-owner's unit.

Note: Under the provision of the Maryland Horizontal Property Act, co-owners have a period of not less than 30 days in which to review proposed condominium regulations prior to their taking effect. The Board of Directors solicited comments on the Regents Square Architectural Modifications Procedures and Guidelines contained in this document and approved them at the meeting of the Board on July 20, 1995.

Date all co-owners sent proposed regulations: June 26, 1995

Effective Date of regulations: July 26, 1995

Application Procedures

- 1. All applicants must complete a *Request for Approval* and receive approval from the Board prior to undertaking any structural addition, alteration, or improvement in or to their unit. (By-Laws, Article V, Section 12)**
- 2. All applicants must complete a *Maintenance and Liability Release* and submit this release to the Board of Director of Regents Square prior to undertaking any structural addition, alteration, or improvement in or to their unit.**
- 3. All addition, alterations, or improvements must be in compliance with the Master Deed and By-Laws of Regents Square, as well as with the established guidelines and procedures set forth by the Board of Directors of Regents Square. Neither the Board of Directors nor any committee of the Board of Directors can supersede the provisions of the governing documents of the condominium.**
- 4. Before commencing any change, the co-owners must receive approval from the Board to obtain a Building Permit, where applicable, to insure compliance with codes and ordinances of the City of Rockville.**
- 5. Co-owner will be notified of Board's decision within 30 days of receipt of the application by the Board. For this purpose, the formal date of receipt will be considered to be the next scheduled meeting of Board subsequent to submission of the request.**

Maintenance and Liability Release

I, _____, a co-owner at Regents Square Condominium, have submitted a proposed architectural modification to my unit, or to a general common or limited common area adjacent thereto, to the Board of Directors of Regents Square. This requested change is described in my application to the Board dated _____.

If this request is approved, I hereby release Regents Square from all maintenance responsibilities and liabilities to whatever common area is encompassed by this architectural modification, and hereby accept responsibility for and liability of said modification and it is my obligation to so inform the next purchaser of my unit.

I also understand that all approvals by the Board of Directors do not go into effect until this release is signed by the above-named co-owner and received by the Board of Directors of Regents Square.

Further, I agree that should I or future co-owners not maintain this modification, the condominium, after giving notice, may remove such modification and may charge the co-owners for doing so.

Date _____

Signature of Co-Owner

Signature of Co-Owner

Address of Unit

Regents Square Condominium Architectural Modification Request Form

Co-Owner Information

Name(s) (Please Print):	
Address of Unit:	Date:
Email Address:	Contact Phone:

Requested Modification

Please Check Applicable Boxes Below and Complete the Form as Indicated	
<input type="checkbox"/>	Form A - Replacement Windows
<input type="checkbox"/>	Form B - Replacement Front and/or Storm/Screen Door
<input type="checkbox"/>	Form C - Replacement Rear Patio Door and/or Screen Door
<input type="checkbox"/>	Form D - Installation of Vents and Ductwork
<input type="checkbox"/>	Form E - Rear Fence
<input type="checkbox"/>	Form F - Other

Final Check List

<input type="checkbox"/>	I have attached the Maintenance and Liability Release Form
<input type="checkbox"/>	I have attached the appropriate Architectural Modification Request Form (Form A to E) and copy of the Quotation and/or Proposal which provides a detailed description with a clear picture, product description/specifications sheet.
<input type="checkbox"/>	I agree that any variations of this application request form must be resubmitted for approval.
<input type="checkbox"/>	I also agree that I may not under any circumstances commence this project prior to receiving written notification from the Community Manager indicating the approval of this request by the Board of Directors.

Signature of Co-Owner

Regents Square Condominium
Architectural Modification Request Form

Form A – Replacement Windows

All replacement windows must be the same in colonial design, style, and appearance as the original windows. Please provide a copy of the Quotation and/or Proposal which provides a detailed description of the planned installation and window product selected with a clear picture, product description/specifications sheet.

As shown below all replacement windows must comply with the following standards:

- Trim, casement, grid patterns must be colonial in style.
- The number of panes of glass must identical to original.
- Total glass area must be the same – identical to original.
- The color must be white or an approved color.

**Regents Square Condominium
Architectural Modification Request Form**

Form B – Replacement Front Door and/or Storm/Screen Door

All replacement doors must be one of the approved styles as shown in Part 2 of this form. Please provide a copy of the Quotation and/or Proposal which provides a detailed description of the planned installation and door product selected with a clear picture, product description/ specifications sheet.

Part 1 – Front Door Specifications

Please provide the following information regarding the replacement you are planning to install.



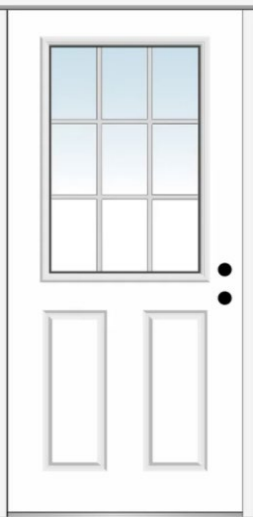

<u>Door Height (Inches)</u>	
<u>Door Width (Inches)</u>	
<u>Door Color</u>	



Please note: All replacement doors must fit the entire opening without the use of spacers to fill the height or width of the door and must be painted an approved Regents Square paint color.

**Regents Square Condominium
Architectural Modification Request Form**

Form B – Replacement Front Door and/or Storm/Screen Door

Part 2 – Please Identify the Front Door Style Selected (check the box)

			
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>

	
5 <input type="checkbox"/>	6 <input type="checkbox"/>

Regents Square Condominium Architectural Modification Request Form

Part 3 – Storm Door Specifications

Please provide the following information regarding the replacement you are planning to install.

<u>Door Height (Inches)</u>	
<u>Door Width (Inches)</u>	
<u>Door Color</u>	

All replacement storm doors must fit the entire opening without the use of spacers to fill the height or width of the door and must be painted an approved Regents Square paint color. One approved door style is a full-view door as shown below, configured with either glass or plexiglass; this style displays your entry door to its best advantage.



**Regents Square Condominium
Architectural Modification Request Form**

Form C – Replacement Rear Patio Door and/or Screen Door

All replacement rear patio doors must be one of the two approved styles as shown below and the exact door installed may vary based on the size of the opening and exact door configuration selected by the co-owner. In addition, a co-owner may select a door glass style with or without Grilles and Mullions. Please provide a copy of the Quotation and/or Proposal which provides a detailed description of the planned installation and door product selected with a clear picture, product description/specifications sheet. Please note: All replacement doors must fit the entire opening without the use of spacers to fill the height or width of the door and must be painted an approved Regents Square Paint color.

Part 1 – Door Specifications

Please provide the following information regarding the replacement you are planning to install.



<u>Door Height (Inches)</u>	
<u>Door Width (Inches)</u>	
<u>Door Color</u>	

Please note: All replacement doors must fit the entire opening without the use of spacers to fill the height or width of the door and must be painted an approved Regents Square paint color.

**Regents Square Condominium
Architectural Modification Request Form**

Form C – Replacement Rear Patio Door and/or Screen Door

Part 2 – Please Identify the Door Style Selected (check the box)

<u>Sliding Door</u>	<u>French Doors</u>
	
A <input type="checkbox"/>	B <input type="checkbox"/>

Regents Square Condominium
Architectural Modification Request Form
Form D - Vents and Duct Work

Co-owners may install vents to the outside of a unit. Usually, they are to vent dryers and/or for stove top ventilation. All exterior vents and ducting need to be approved by the Board before installation. Please provide a detailed description of the planned installation and vent/duct work product selected with a clear picture, product description/ specifications sheet. Below is a sample exterior vent.

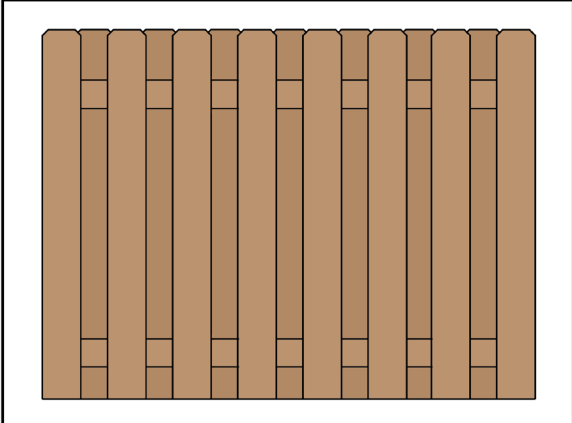
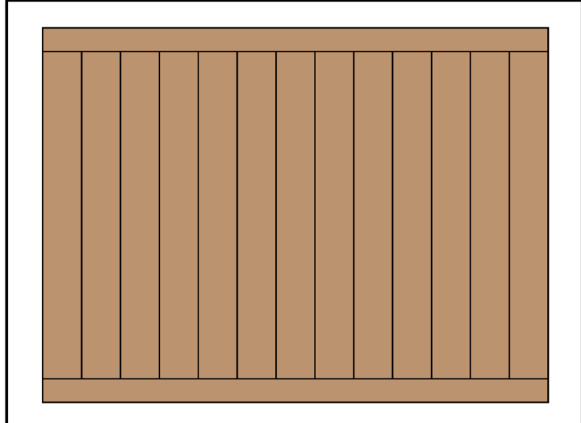


Regents Square Condominium Architectural Modification Request Form

Form E - Rear Fence

Please Note: A patio's rear side fences are installed and maintained by the Condominium. A co-owner, with Board permission, may install a gated rear fence to enclose the patio. Such a fence and gate are at the co-owners' expense and responsibility to maintain in satisfactory condition. A gate is required to allow access by the condominium as necessary for maintenance of the exterior of the townhouses. A rear fence may only be as far (i.e. distance) from the back wall of the unit as specified in the Master Deed. Any fence that is erected beyond the distance as specified in the Master Deed must be removed promptly and at the co-owner's expense.

All new or replacement rear fences must be one the two approved styles shown below. A rear fence must be no higher than existing side fences. Please provide a copy of the Quotation and/or Proposal which provides a detailed description of the planned installation and fencing product selected with a clear picture, product description/ specifications sheet. Please Note: Fences should remain natural in color and not be stained or painted. A clear wood preservative is permitted.

<u>Shadowbox Fence</u>	<u>Framed Fence*</u>
	
A <input type="checkbox"/>	B <input type="checkbox"/>

* Please note – this design, although not noted in the co-owner's handbook, is acceptable.

**Regents Square Condominium
Architectural Modification Request Form**

Form F – Other

For all other Architectural Modification requests not specifically identified above (Form A to E), please provide a description of the product with a clear picture, product description and specifications sheet.

Please Note: Replacing Heating and Air Conditioning (HVAC) Systems

In general, the Board does not need to approve replacing your furnace or air conditioner with similar equipment, installed in the same location, and if you are not modifying the exterior of your unit to do so. Please be aware that gas furnaces must be installed by a licensed contractor, who will handle permits and inspections required by the City of Rockville. The Board has confirmed with the city that while a permit is needed, a survey is not necessary.