

Greater Northwood Covenant Association, Inc.

P. O. Box 11390, Baltimore, MD 21239 Phone: 443-461-4622 Email: greaternorthwood@gmail.com
www.greaternorthwood.org

4109 Westview Road, Baltimore, Maryland 21218

08/04/2025

To Whom it May Concern:

This property is a residential home in the Original Northwood - neighborhood, which is a part of the Greater Northwood Covenant Association (GNCA). The GNCA is a six-neighborhood covenant association that restricts the exterior alterations of the home, the use of the land, and has mandatory annual dues of \$0.30/100 sq. ft. of land. Please be sure to disclose this property's mandatory relationship to the association to any prospective buyers.

Mandatory Annual Assessment	\$20.65/year Covers the period from January 1-Dec 31.
Current Balance	\$372.65 This includes 2025 dues. There are no late fees or collection fees.
Balance Is Good Through	December 31, 2025
Next Due Date	January 1, 2026
Transfer Fee (N/A)	\$0.00
Title Change Fee (N/A)	\$0.00
Reseller's Package (N/A)	\$0.00
Violations	This property has no violations. -
Master Insurance	There is no Master Insurance.
Amount Due To HOA At Closing	\$372.65
Payment Address Please note the property address on check.	Greater Northwood Covenant Association PO Box 11390 Baltimore, MD 21239

As soon as it's available, please send the following to greaternorthwood@gmail.com:

- Name of buyer(s)
- Email address
- Mailing address (if different from the property address)
- Closing Date

After closing we will reach out and welcome the new homeowners to the neighborhood.

Please feel free to contact me with any questions or additional information you may need.

Sincerely,

Katarina Skinner, Executive Secretary



ARCHITECTURAL GUIDELINES

of the

ORIGINAL NORTHWOOD ASSOCIATION

Prepared by the ONA Covenant Committee

Approved by the ONA Board of Governors

FIRST PRINTING AUGUST 1993

REVISED APRIL 1996

REVISED JUNE 2002

REVISED SEPTEMBER 2012

REVISED FEBRUARY 2013

REVISED APRIL 2015

REVISED JUNE 2018

REVISED AUGUST 2021

Introduction

Original Northwood is an historic neighborhood in the Greater Northwood Covenant Association (GNCA). Each property in the GNCA has an attached Deed and Agreement that, among other things, provides for a review and approval process for all exterior changes made to properties within the neighborhood. As a Trustee for the GNCA, the President of the Original Northwood Association (ONA), with support of the ONA Covenant Committee and Board of Governors, is responsible for the enforcement of the review and approval process.

These Architectural Guidelines have been developed by the ONA Covenant Committee and the Board of Governors to assist residents of the community in their consideration of exterior alterations to their properties, whether these changes are minor alterations, a major addition or a new house on a heretofore-vacant lot. The Guidelines provide a standard reference for the appearance of our homes so that they retain their original high-quality historic architectural features, and preserve their value in-keeping with Original Northwoods' status on the National Register of Historic Places.

Anyone planning to make exterior alterations to their property must submit an Application for Exterior Alterations to the Covenant Chair. The Application must be approved prior to proceeding with any work. The application and submission information may be found on our website (<https://www.originalnorthwood.org/covenant-information>).

Once submitted, the application will be reviewed by the Covenant Committee under direction of the Covenant Chair. The review process is straightforward, but it does require some forethought on the part of the applicant and an awareness of the time required for review. If questions arise, these will be communicated to the applicant. The Covenant Chair will present the Covenant Committee recommendations to the Board of Governors for a vote to approve, reject, or table for more information. Approval lasts 6 months from the date of approval.

The Board's decision is generally forwarded immediately to the homeowner (in the form of a letter or electronic mail, at the discretion of the Board) as a binding Board action.

The intent of these Guidelines is to provide a means of communication between between residents and the Covenant Committee regarding what architectural standards are commonly held within our community, to maintain the high aesthetic and construction standards for which Original Northwood is known. They are also intended to help homeowners make sound decisions about changes to their homes

- **"Change"** is any repair, replacement, subtraction or addition (an alteration, in other words), whether for maintenance purposes or not, of an exterior architectural feature that involves a departure from the specifics of an existing condition. For "changes" (or alterations) you must file an Application.:

Architectural features include, but are not limited to:

- | | |
|-----------------|-------------------|
| • roofs | • decks |
| • windows | • fencing |
| • doors | • garages |
| • gutters | • sidewalks |
| • porches | • stairs |
| • shutters | • railings |
| • awnings | • retaining walls |
| • exterior trim | • additions |

It is always best to check with the ONA Covenant chair by email at covenant@originalnorthwood.org before proceeding with any work.

For example, if you are **repairing** your roof by replacing a few missing or broken slate tiles that match the existing materials, this would be considered "Maintenance" and not require an Application. However, if you were removing all of the existing slate tiles and replacing them, even with slate tiles of similar material, this would be considered a "Change" and require an Application.

As the Guidelines are updated over time, it is also **important to know if the material you are intending to replace "in-kind" is currently permitted.** The Guidelines need to be followed when replacing an existing condition that is nonconforming. There are many examples in the neighborhood that are currently in direct conflict with the Guidelines; however, they will not be accepted as examples that may be followed for future alterations. If you have a 6-foot-high stockade fence that is non-compliant, you will not be permitted to replace it with a new 6-foot-high stockade fence. In some cases, an item may have been permitted at one time – such as asphalt fiberglass (AFG) shingles or sheds, but is no longer permitted in the current version of the vetted, adopted guidelines. Any replacement of the previously-permitted feature will need to conform to the current guidelines.

A case in point is regarding asphalt fiberglass (AFG) shingle roofs. These roofs were permitted on a few homes during the 1991-1997 period. The Architectural Guidelines were modified in 2002 to exclude AFG shingles, while adding high-grade synthetic slate as an alternative to natural slate for gable roofs on homes and garages. Other examples include sheds, which are no longer permitted as of the 2012 Guideline revisions and chain-link fencing, which has not been permitted since at least 1993.

It should be noted that townhouses in the 4111- 4157 The Alameda were built in 1954 and are therefore not part of the Historic District, but they are within the Original Northwood Association and subject to these Guidelines.

Use all the resources you can. Research products, manufacturers and suppliers. Look around this and other neighborhoods, through magazines and books for ideas. Consult with architects, builders and members of the Covenant Committee.

Consider context. Does the project "fit" your house, the houses next to yours and the neighborhood?

Consult your immediate neighbors. Ask for their opinions/consent.

Use quality products and materials. They may cost a little more but they will work better, look better, last longer and they will ultimately increase the value of your property.

Consider maintenance and security. When looking at your project think about if it increases security and ease of maintenance.

Look at every project as an opportunity for improvement that you and others can be proud of, whether it be a small repair or a major addition.

Preparing your Application

It bears repeating: All exterior alterations that involve the addition, removal, or other change in features, materials, or colors to the exterior of your home or garage, require Covenant Committee and ONA Board review and approval before alterations commence. **For clarification of Maintenance vs Change (Alteration) refer to pages 4-6.**

The review and approval process are structured through the preparation of an Application for Exterior Alterations, available on the ONA website. Depending on the complexity of your project, this process may require a few iterations, so plan to submit your application as soon as you have assembled all critical information.

Be complete when filling out your Application for Exterior Alterations. The more complex the project, the more information is likely to be required.

The examples that follow, as well as samples of completed Applications contained in Appendix II of this document, model the types of documentation and level of detail the Board and Covenant Committee will need to fully review your application. Do your best to provide the level of documentation and detail appropriate to the project

For landscape and retaining walls, see Section 17.

2. Paint

Paint and wood stain colors for structures, trim, shutters, doors and all painted elements must be approved by the Committee. Traditional historic and period appropriate colors and color combinations are required. Colors should harmonize and compliment the architectural style (Colonial, Georgian, Tudor, etc.) and materials (wood, stone, stucco, brick) of the house. Neutral and muted tones are encouraged. Medium and dark red as well as black will also be considered on a case by case basis. Bright, pastels and "neon" shades are not acceptable.

Color samples, photographs, and a description of where the colors will be applied must be submitted along with the application. Semi-detached and row homes must be consistent with other houses in their group. This applies to color treatments of wood trim, exterior siding, shutters, windows and all other significant elements of the property.

3. Awnings

Fabric (canvas) awnings are acceptable at windows and porches. All awnings will be scrutinized for scale, color and supporting structure. All Awnings must be approved by the Committee and Board. If you are considering awnings, pay heed to the type of material, color and/or pattern, support system and location of each awning and how these factors will affect other aspects of your house. Metal awnings are not acceptable.

4. Doors & Storm Doors

Traditional wood paneled doors, painted to match, complement or contrast with other wood trim are readily acceptable. Other materials (metal, fiberglass) will be considered if they have the appearance of wood. Designs must be consistent with the original character /architectural style of the house. Consider compatibility of styles if you intend to replace an existing door with a new one of a different design.

Doors with stained or patterned glass – including oval glass panel doors - are not permitted. Doors with embedded fan-lites are not permitted. Sliding doors are not permitted.

Storm doors should be stylistically compatible with the entrance door whose opening they share as well as with the other features of the exterior. Full view glass storm doors are acceptable. Storm doors with security grills are not permitted.

In the case of row homes and semi-detached houses, doors and storm doors must be stylistically compatible with those of other units in their group.

3. (they have been rated by the American National Standards Institute, Inc (ANSI) or the American Architectural Manufacturers Association (AAMA);
4. they have at least a 20-year warranty to cover material defects;
5. they are constructed from virgin vinyl;
6. they are constructed with heat-welded joints.

Regardless of the material used to construct your windows, you should be prepared to submit manufacturer's cut sheets on the product you propose to use that give detailed information about the window's construction and appearance. You will, of course, also need to show how these windows will look on your house. For custom-built windows, drawings and specifications will be required. To assist you there is a Replacement Window Worksheet in Appendix III of this document.

Most of the homes in Original Northwood were designed with divided light windows. Double and single-hung windows typically have six or eight panes in the upper sash and a corresponding number in the lower sash. Some homes were originally designed with windows that did not follow this otherwise standard pattern of sash division. Unless it can be determined that your home falls into this latter category then expect to use muntins producing the appropriate pattern of sash division in your replacement windows.

Individual window elements, including the muntins that divide the windows into panes (lites), and the stiles (or rails) which form the frame of each sash, should be similar in dimension and style to the typical wood double-hung or casement windows found throughout the neighborhood. They should also be historically accurate to the house.

Windows meant to replace existing divided light windows shall have true or simulated divided light. Internal grids sandwiched between two layers of glass are not acceptable, as these products fail to provide the shadow lines and expressed muntins that true divided lite windows provide.

To achieve divided light, at a minimum, fixed three-dimensional (3-D) **EXTERIOR** muntins (on both inside and outside faces of the window) are required. Wood, vinyl clad wood and high-quality vinyl windows often have grille options and it is generally possible to get divided lite (either true-divided lites (TDL) or simulated -divided lites (SDL's) grilles. **See Figures 5.2 and 5.3 on page 12.**

Storm Windows: Must be submitted for approval and painted to match the color of the windows.

Shutters are integral to the design and character of many homes in Original Northwood, and may not be removed, altered or replaced without specific approval from the Committee. Shutters and operable hardware are to be maintained on all openings as on the original house design, particularly on all facades visible from a public way. Hardware must be historically accurate.

All homes that had shutters originally should maintain a single type of shutter for all affected windows. Similarly, the shutters on **semi-detached and row homes** must be consistent with those of other houses in their group, with respect to shutter style, color and location.

Wood shutters are recommended although other materials will be considered. In all cases, material thickness at the edge should be at least one and $\frac{1}{8}$ inches. Louvered and raised panel shutters (see Figure 6.1) are appropriate in most cases, as long as the principle of consistency in a given home or group is maintained.

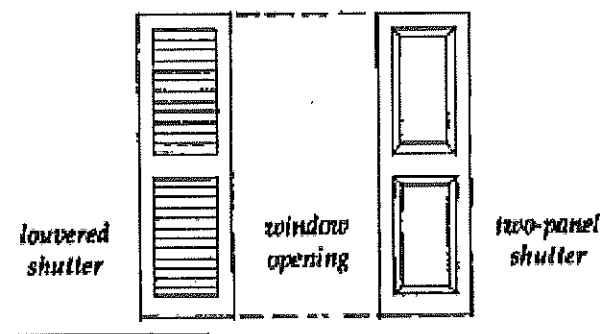


Figure 6.1 - Illustration of shutter styles and relationship to window opening.

Correct, proportional shutter size dimensions are both esthetically and functionally important. The height and width of each shutter should be such that if closed, the shutter would fully cover half of the window opening (see Figure 5.1 in the previous section).

Only single and double-hung windows traditionally have accompanying shutters. The reason for this has to do with the operation and configuration of the various types of windows. Double- and single-hung windows are the only traditional window types whose operation will not conflict with the operation of shutters. Since Original Northwood also has many other window types (casement, awning and projected, pivoting, bow and bay) according to home style, you'll find both shuttered and un-shuttered windows in homes across the neighborhood.

Sheds are not acceptable. Existing sheds are acceptable so long as they are maintained but must be removed in their entirety once they are no longer maintained. Existing sheds may not be replaced with new sheds.

11. Fences

Painted, stained or pressure treated wood fences are acceptable. Aluminum and wrought iron fences are acceptable under special circumstances. Chain-link fences are unacceptable. Stockade fences and solid wood fences with no spacing of members are ordinarily not acceptable.

Historically, one of the appealing features of the Original Northwood development has been the open park-like setting afforded by low, open fences. Fences should not be used to eliminate views across neighboring properties but rather to enclose space to keep children and pets in or out, to create the illusion of an outdoor room or to act as a psychological deterrent to trespassers. Fences at front yards are not acceptable. Side yard fences may not extend into the front yard and typically not beyond the mid-point of the side of the house.

Fences should be compatible with neighboring fences in material, style and height. Heights, except under special circumstances, shall not exceed five feet and **should normally be 42"**. **Fences over 48" in height must be open – not board on board** (see Figure 11.1).

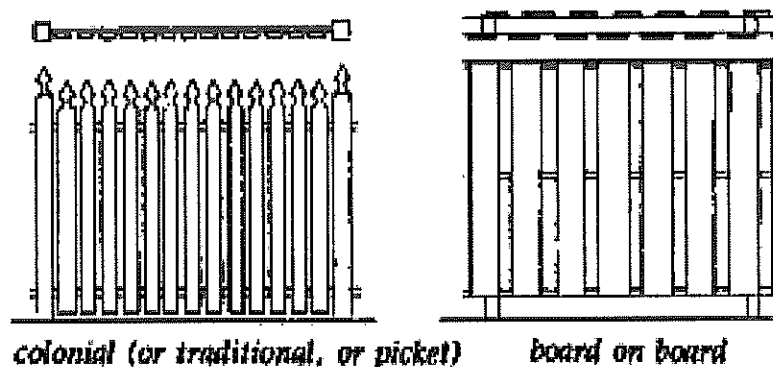


Figure 11.1 Typical fence styles found in some backyards of Original Northwood

12. Roofing Materials

Regarding roof replacements and/or construction, the ONA recognizes roofing materials meeting or exceeding the following parameters when proposed to the Covenant Committee for review and approval.

Most of the homes in Original Northwood were designed with natural slate roofs with slate or metal roofs at porches. The townhomes 4111-4157 The Alameda were constructed in 1954 and feature flat roofs, which may be replaced with built-up or

important than with roofing changes. While a consensus within a row or group will be sought for proposed change requests it will nonetheless be the responsibility of the Committee to review and recommend approval or disapproval for all such requests weighing all the important factors.

13. New Construction

Any major addition or a completely new home considered for approval must undergo a two-phase submittal process. Firstly, the Schematic Design Submission must be approved. Secondly, the Construction Documents Submission must be approved. Both submissions must consist of (at a minimum) professionally prepared drawings showing plans, elevations, sections, and details of doors, windows and other major features of the dwelling, all appropriately noted and dimensioned. Samples of finish materials and a color scheme shall accompany the Schematic Design Submission. Additional samples may be required for the subsequent submission.

If the proposed construction is an addition or major alteration of an existing dwelling, then the drawings shall include sufficient detail of the existing structure to determine how well the new work is integrated with the old.

A site plan showing all proposed construction, landscape and grading features, property lines and easements and the relationship to adjacent properties and structures shall also be required.

14. Exterior Equipment

Exterior equipment includes items such as but not limited to: satellite dishes, air conditioning condensers, solar panels, hot tubs, and permanent fire pits. As a general rule, these items should be installed so that they are hidden from street view and do not interfere with the aesthetic of the historic neighborhood.

Additionally, satellite dishes should be no larger than 1 meter in diameter. Please include information on size, location, and color in the application.

15. Sidewalks

Sidewalks adjacent to streets (footways) must be exposed aggregate, consistent with the paving original to the neighborhood. Some streets feature black aggregate; new sidewalks in these areas must match this standard. New curbing shall match the original curb where installed.

Sidewalks from street footways to houses must be exposed aggregate concrete, natural stone or synthetic stone pavers or clay brick. Asphalt and concrete brick are not permitted.

Paths and walkways in side and rear yards may be of any material, however, if the

Useful Resources on Architectural Styles

A Field Guide to American Houses, Virginia & Lee McAlester, Knopf, 1984, 525p, numerous photos and illustrations (quality paperback)

The Brand-New Old House Catalog, Lawrence Grow, Warner Books, 1980, 225p, photos and illustrations

Traditional Details for Building Restoration, Renovation & Rehabilitation (from the 1932- 1951 Editions of Architectural Graphic Standards), Ramsey/Sleeper, Wiley, 1991, 285p, excellent drawings and details.

Architectural Graphic Standards, Eighth Edition, Ramsey/Sleeper, Wiley, 1988, 854p, excellent drawings and details. Home Repair & Improvement Series, the Editors of Time-Life Books

Magazines such as these are also good sources:

- Fine Homebuilding
- Old House Journal/This Old House Magazine and website.
- Clem Lebine's Traditional Building

the surroundings and the effect of the building, awning or other structure or the roadway, as planned, on the outlook from the adjacent or neighboring property.

Approval given hereunder shall become null and void unless construction is begun within six (6) months from the date of such approval and completed with reasonable expedition.

SUB-DIVISION XI. RIGHT TO ABATE VIOLATIONS

Violation of any restriction or condition or breach of any covenant or agreement herein contained shall give the Company, in addition to all other remedies, the right to enter upon the land, upon or as to which such violation or breach exists, and summarily to abate and remove, at the expense of the owner thereof, any structure, thing or condition that may be or exist thereon contrary to the intent and meaning of the provisions hereof, and the Company shall not thereby be deemed guilty of any manner of trespass for such entry, abatement or removal.

Application for Exterior Alterations

LEASE NOTE: No exterior change to any residential property covered by the deed and covenant restrictions administered by the Association may be undertaken without the prior written consent of the GREATER NORTHWOOD COVENANT ASSOCIATION. City of Baltimore building permits do *not* constitute approval by the Association, although a building permit may be required. Submit all applications by the end of the month for review the following month. The Committee meets the second Tuesday of each month.

Submit completed form and supporting materials to _____ Baltimore 21218.
W-329-3418 • F

Property Owner _____ Phone _____ Date 5-8-96

Owner's Address Southview Road Baltimore MD 21218

Address of Property to be Altered _____

Desired dates: To Start Work: 5/18/96 To Complete Work: 6/1/96

Who will do the work? Self ☐ Contractor ☒

If contractor, is contractor licensed to do this work? YES ☒ NO ☐

Provide contractor's name, address, phone number and license number: (410) 298-5139
Spectrum Painting Co. 3122 Thornfield Rd. Balto. MD 21207 Lic #0353741

Provide a detailed description of the proposed change(s). Please attach architectural plans or other dimensioned drawings. Note existing conditions as well as all proposed changes. Identify materials, and include samples for color and texture. Provide manufacturer's literature, if available, and please be certain to identify sizes and models specific to your proposed installation. A photograph of the affected portion of the house is particularly useful both as a record and for seeing the context of the change.

Exterior Painting - we propose to change the colors on our house. The current colors are white trim and golfing green on the shutters. We are changing to snow ballett trim and Earthbound Green shutters. We have enclosed samples of these colors for your approval

Signature of Homeowner: _____ D

FOR COMMITTEE USE ONLY:

Date Received: May 8, 96 Date of Committee Review: 5/13/96

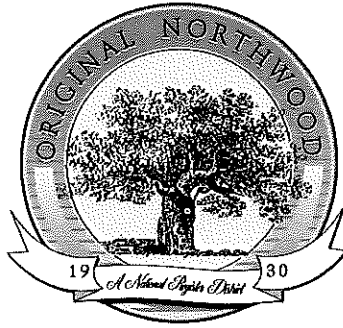
Committee Recommendation: Approval

Board Action: Approved: _____ Disapproved: _____ Date of Board Action: 5/21/96

Page 3 Save the elms! Call Joe Clisham: 478-9475

Appendix III. Window Replacement Worksheet

Please use the following worksheet to ensure that you have gathered all the required before submitting your Application for Exterior Alterations. THIS FORM DOES NOT REPLACE THE APPLICATION FOR EXTERIOR ALTERATIONS and should only be used as a guideline to help you organize the information you need to provide on the Application. This form may be attached to your application along with the documentation.



The Original Northwood Association

A Historic Community

APPLICATION FOR EXTERIOR ALTERATIONS

No exterior change to any residential property covered by the deed and covenant restrictions administered by the Association may be undertaken without the prior written consent of the GREATER NORTHWOOD COVENANT ASSOCIATION. City of Baltimore building permits do not constitute approval by the Association, although a building permit may be required.

Please submit this form and all supporting materials to the Covenant Chair at onacovenant@gmail.com (preferred method of submission).

1. Contact Information

Date of application Desired start date Estimated end date

Property owner

Owner address

Address of property to be altered

Email address Phone number

Who will do this work? ☐ Contractor ☐ Self (Skip to Section 3)

Greater Northwood Covenant Association

P. O. Box 11390, Baltimore, MD 212139
443-461-4622 * GreaterNorthwood@gmail.com
www.greaternorthwood.org

Dear Neighbor,

Welcome to the Greater Northwood Covenant Association! Here is some information to help you get settled into your new home. We hope you find this information useful and please do not hesitate to reach out if you have any questions or concerns.

The Greater Northwood Covenant Association (GNCA), a seven-neighborhood covenant association, was established in 1931 by the Roland Park Montebello Company to establish and enforce a set of land use restrictions set out in the Northwood Deed and Agreement, a copy of which is included in this packet. These covenants restrict the exterior alterations of the home, the use of the land and *require an annual payment* of an assessment for community maintenance and improvements.

Some deed restrictions applied to land use (such as restrictions on soap-making on the property) and others to how the homes' exteriors could be kept (such as how high one's awning could be). Please note, each community has their own variations on exterior alterations. Check with your neighborhood association for the specifics of your neighborhood. The neighborhoods also bear the unfortunate history of having implemented racially restrictive covenants in 1931. Years later, these exclusionary and reprehensible covenants were found to be unlawful. The 1931 wording, though specifically repudiated, condemned and nullified by the Association, remains in our deeds but has been crossed through so that future generations will know the history. We are pleased to have diverse and welcoming residents in our communities today.

The GNCA is made up of seven communities: New Northwood Improvement Association, Original Northwood Association, Perring Loch West, Stonewood-Pentwood-Winston, and portions of Hillen Road Improvement Association, and the blocks where Ednor Gardens-Lakeside and Pen Lucy meet. In addition to the GNCA, each of the seven communities is governed by their own neighborhood associations. Information for your community is also in this packet on another sheet.

If you have not already done so, I invite you to set up an account on Nextdoor.com. Many neighbors use it to communicate and it is a great way to get referrals for services and events in the area. You'll also see posting for community