



7/1/2016

White Sands Civic Association, Inc.

Governing Documents

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ARTICLES OF INCORPORATION OF WHITE SANDS CIVIC ASSOCIATION, INC.

In compliance with the requirements of the Code of Maryland, Article 23, we, the undersigned, all of whom are residents of Maryland and all of whom are at least eighteen (18) years of age, have this day formed a corporation not for profit and do hereby certify:

ARTICLE ONE

The name of the corporation is: White Sands Civic Association, Inc.

ARTICLE TWO

The corporation shall exist perpetually.

ARTICLE THREE: Purposes and Powers

The White Sands Civic Association, Inc. (hereafter referred to as the "Association"), does not contemplate pecuniary gain or profit, direct or indirect, to its members. The purposes for which it is formed are:

To promote the health, safety, and welfare of the residents within that community known as "White Sands", recorded among the land records of Calvert County, Maryland, and such additions thereto as may hereafter be brought within the jurisdiction of this Corporation by annexation as provided in Article Eight (8) herein, hereafter referred to as the "Properties", and for this purpose to:

- (a) own, acquire, operate, and maintain recreational facilities, stables, commons, streets, driveways, footways, trails, sewers, drainage ways, including buildings, structures, personal properties incident thereto, herein after referred to as "common properties and facilities;"
- (b) fix assessments (or charges) to be levied against the Properties;
- (c) enforce any and all covenants, restrictions and agreements applicable to the Properties;
- (d) pay all taxes, if any, on the Common Properties and Facilities; and
- (e) in so far as permitted by law, to do any other thing that, in the opinion of the Board of Directors, will promote the common social, recreational and educational benefit and enjoyment of the residents of the Properties.

ARTICLE FOUR: Stock

The Corporation is not authorized to issue capital stock.

ARTICLE FIVE: Membership

Every person or entity who is an owner of record of a fee or an undivided fee interest in any lot within the Properties, or is a contract purchaser under an installment purchase contract of any lot within the Properties, shall be a member of the Association, except, that any such person or entity who is a contract seller of any lot within the Properties under an installment purchase contract shall not be a member as to that lot, and any such person or entity who holds an interest in any lot within the Properties as a security for the performance of an obligation shall not be a member as to that lot.

ARTICLE SIX: Voting Rights

Each member, as defined in Article Five (5), shall have one vote per lot, as set forth in the By-Laws.

ARTICLE SEVEN: Board of Directors, Selection, Terms of Office:

The affairs of the Corporation shall be managed by a Board of five (5) Directors, who need not be members of the Corporation. The initial Board of Directors shall consist of five (5) Directors who shall hold office until the election of their successors for the terms stated in Article Eighteen (18). The members at the annual meeting, to be held on June 15, 1976, shall elect one (1) Director as set forth in Article Eighteen (18), and at each annual meeting thereafter the members shall elect one (1) Director. Each Director so elected shall serve for a term of five (5) years.

ARTICLE EIGHT: Mergers and Consolidations

Subject to the provisions of the recorded covenants and restrictions applicable to the Properties and to the extent permitted by law, the Association may participate in mergers and consolidations with other nonprofit corporations organized for the same purposes; provided that any such merger or consolidation shall have the assent of two-thirds of the votes of the members who are voting in person or by proxy at a meeting duly called for this purpose, written notice of which shall be mailed to all members at least thirty (30) days in advance and shall set forth the purposes of the meeting.

ARTICLE NINE: Mortgages, Other Indebtedness

The Association shall have the power to mortgage its properties only to the extent authorized under the recorded covenants and restrictions applicable to said properties.

The total debts of the corporation, including the principal amount of mortgages, outstanding at any time, shall not exceed the total of two (2) years' assessments current at that time, provided that authority to exceed said maximum in any particular case may be given by affirmative vote of two-thirds of the members who are voting in person or by proxy at a meeting called for this purpose, written notice of which shall be mailed to all members at least thirty (30) days in advance and shall set forth the purpose of the meeting.

ARTICLE TEN: Quorum for Any Action Governed By Article Eight and Nine of these Articles

The quorum required for any action governed by Articles Eight and Nine of these Articles shall be as follows:

At the meeting duly called, as provided herein, the presence of members, or of proxies, entitled to cast sixty percent (60%) of all the votes of the membership shall constitute a quorum.

ARTICLE ELEVEN

The following provisions are hereby adopted for the purpose of defining, limiting and regulating the powers of the Association and of the Directors and members:

1. The Board of Directors shall have the power to determine from time to time whether and to what extent and at what times and places and under what conditions and regulations, the books, accounts and documents of the Association, or any of them shall be open to the inspection of members, except as otherwise provided by statute or by By-Laws; and , except as so provided, no member shall have any right to inspect any book, account or document of the Association unless authorized so to do by resolution of the Board of Directors.
2. The Association may enter into contracts and transact business with any Director or member or with any corporation, partnership, trust or association of which any director or member is a stock holder, director, officer, partner, member trustee, beneficiary, employee or in which any director or member is otherwise interested; and such contract or transaction shall not be invalidated or in any way affected by the fact that such director or member has or may have an interest therein which is or might be adverse to the interests of the Association, provided that the fact of such interest shall be disclosed or known to the other directors or members acting upon such contract or transaction; and such director or member may be counted in determining the existence of a quorum at any meeting of the members of the Board of Directors which shall authorize any such contract or transaction, with like force and effect as if he were not so interested. No director or member having disclosed or made known an adverse interest shall be liable to the Association or any member or creditor thereof or by other persons for any loss incurred by Association under or by reason of any such contract or transaction, nor shall any such director or member be accountable for any gains or profits realized therefrom.
3. Any person who is serving or has served as a director or officer of the Association shall be indemnified by the Association, insofar as it is able, and insofar as the Board of Directors shall by resolution determine, against expense actually and necessarily incurred by him in connection with the defense of any action, suit or proceedings in which he is made a party by reason of having been such a member or director, except in relation to matters as to which such person is adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of duty.

ARTICLE TWELVE: Dedication of Properties or Transfer of Function to Public Agency or Utility

The Association shall have the power to dispose of its real properties only as under the recorded covenants and restrictions applicable to said properties.

ARTICLE THIRTEEN: Dissolution

The Corporation may be dissolved only with the assent given by writing and signed members entitled to cast two-thirds (☐) of the votes of its membership. Written notice of a proposal to dissolve, setting forth the reasons therefor and the disposition to be made of the assets [which shall be consonant

with Article Fourteen (14) hereof] shall be mailed to every member at least ninety (90) days in advance of any action taken.

ARTICLE FOURTEEN: Disposition of Assets Upon Dissolution

Upon dissolution of the Corporation, the assets, both real and personal, of the Corporation, shall be dedicated to an appropriate public agency or utility to be devoted to purposes as nearly as practicable the same as those to which they were required to be devoted by the Corporation, or such assets shall be granted, conveyed or assigned to any nonprofit corporation, association, trust or other organization to be devoted to purposes as nearly as practicable the same as those to which they were required to be devoted by the Corporation.

ARTICLE FIFTEEN: Amendments

These Articles may be amended in accordance with the law, provided that the voting and quorum requirements specified for any action under these Articles shall apply also to any amendment of such provision; and provided further that no amendment shall be effective to impair or dilute any rights of members that are governed by the recorded covenants and restrictions applicable to the Properties which are part of the property interests created thereby.

ARTICLE SIXTEEN: The Incorporators

The name(s) and address(es) of the incorporator(s) is (are):

Name:

Dorothy N. Wray

Diana D. Broussard

Address:

Lusby, Maryland 20657

P.O. Box 2048,

Rockville, Maryland 20852

ARTICLE SEVENTEEN: Registered Office and Registered Agent

The address of the principal office of the Corporation is in care of: White Sands Corporation, Lusby, Maryland 20657; and the name of the initial Registered Agent at such address is: E. M. Freeman.

ARTICLE EIGHTEEN: Initial Directors

The names and addresses of those persons who are to act as Directors until the election of their successors and their terms of office are:

To serve until the annual meeting to be held June 15, 1976:

Name:

Diana D. Broussard

Address:

P.O. Box 2048, Rockville, Maryland 20852

To serve until the next succeeding annual meeting:

Name:

Dorothy N. Wray

Address:

Lusby, Maryland 20657

To serve until the next succeeding annual meeting:

Name:

Address:

Richard E. Hunt

10517 Martellini Drive, Laurel, Maryland 21810

To serve until the next succeeding annual meeting:

Name:

Address:

Joseph M. Brossard

P.O. Box 2048, Rockville, Maryland 20852

To serve until the next succeeding annual meeting:

Name:

Address:

Pearl L. Rosser

2222 Westview Drive, Silver Spring, Maryland

20910

IN WITNESS WHEREOF we hereby set our hands and seals this 30th day of June 1975, and acknowledge the same to be our act. *Signed by Dorothy N. Wray and Diana D. Brossard.*

The original Articles of Incorporation of White Sands Civic Association, Inc. were approved and received for record by the State Department of Assessments and Taxation of Maryland July 2, 1975, at 8:30 o'clock A.M. as in conformity with law and ordered recorded. In Liber 2190, folio 559, one of the Charter Records of the State Department of Assessments and Taxation of Maryland. They are also recorded in the Calvert County records: Book 187 Page 39.

WHITE SANDS CIVIC ASSOCIATION, INC.
BY-LAWS
A NOT FOR PROFIT CORPORATION
AMENDED 6-7-13

ARTICLE I
NAME AND LOCATION

Section 1. The name of this Association is White Sands Civic Association, Inc., hereafter referred to as the Association. It is a not for profit Maryland corporation.

ARTICLE II
DEFINITIONS

Section 1. “The Properties” shall mean and refer to the land and improvements thereon described in Article III of the Articles of Incorporation of the White Sands Civic Association, Inc., specifically the community known as “White Sands, Lusby, Calvert County, Maryland.

Section 2. “Common Properties and Facilities”: Recreational facilities, stables, commons, streets, driveways, footways, trails, sewers, drainage ways, including buildings, structures, personal properties incident thereto which are properties of the Association.

Section 3. “Lot”: Any plot of land designated as a separate subdivided lot of record upon any recorded subdivision plat of the Properties, upon which actual or planned improvements are primarily intended for use and occupancy as a single family residential dwelling unit. The term shall not include “Common Properties and Facilities”.

Section 4. “Member”: Every person or entity who is an owner of record of a fee or an undivided fee interest in any lot within the Properties, or is a contract purchaser under an installment purchase contract of any Lot within the Properties shall be a member of the White Sands Civic Association, Inc., except:

(a) Any such person or entity who is a contract seller of any lot within the Properties under an installment purchase contract shall not be a member as to that lot.

(b) Any such person or entity who holds an interest in any lot within the properties as a security for the performance of an obligation shall not be a member as to that lot. (WSCA Articles of Incorporation, Article V).

Section 5. “Owner: The record owner, whether one or more persons or entities, of the fee simple title to any Lot which is a part of the Properties, including contract purchasers under an installment purchase contract of any Lot within the Properties, but excluding those having an interest merely as security for performance of an obligation.

ARTICLE III
OFFICES

The principal office of the Association shall be located in the Community of White Sands in common property in the County of Calvert and State of Maryland when constructed. The Association may have offices at such other places within the State as the Board of Directors may from time to time determine.

ARTICLE IV
PURPOSES

The purpose of the Association is to promote the health, safety, and welfare of the residents of the Properties, to operate and maintain the Common Properties and Facilities, to enforce any and all covenants, restrictions, and agreements applicable to the Properties, including but not limited to levying and/or collecting all assessments and other charges payable to the Association pursuant to the applicable Covenants and/or these Bylaws, and to conserve, maintain, promote, protect and enhance property values.

ARTICLE V

ASSOCIATION MEETINGS GENERALLY

All meetings of the Association, including meetings of the Association's Board of Directors or other governing body or a Committee of the Association, shall be open to all members of the Association or their agents, except that a meeting of the Board of Directors or other governing body of the Association, or a Committee of the Association, may be held in closed session for the following purposes: (i) discussion of matters pertaining to employees and personnel; (ii) protection of the privacy or reputation of individuals in matters not related to the Association's business; (iii) consultation with legal counsel; (iv) investigative proceedings concerning possible or actual criminal misconduct; (v) consideration of the terms or conditions of a business transaction in the negotiation stage if the disclosure could adversely affect the economic interests of the Association; (vi) compliance with a specific constitutional, statutory, or judicially imposed requirement protecting particular proceedings or matters from public disclosure; or (vii) on an individually recorded affirmative vote of two-thirds of the board or committee members present, some other exceptional reason so compelling as to override the general public policy in favor of open meetings. If a closed session is held, an action may not be taken and a matter may not be discussed other than concerning (i) through (vii) above. A statement of the time, place, and purpose of a closed meeting, the record of the vote of each board or committee member by which the meeting was closed, and the authority for closing a meeting shall be included in the minutes of the next meeting of the Board of Directors or other governing body or committee of the Association. (Maryland Code Annotated Real Property, Title 11, Section 11B-111.)

ARTICLE VI

BOARD OF DIRECTORS

Section 1. The Association shall be managed by a Board of Directors consisting of five (5) members, all of whom must be members in good standing. Beginning in fiscal year 2006, there will be three (3) vacant Director Positions to be filled by vote of the membership, and two directors with remaining terms to expire in fiscal year 2007 and fiscal year 2008, respectively. In order to comply with Article V. of the Association's Article of Incorporation, which requires the election of one (1) director per year, each director to serve a five (5) year term beginning in fiscal year 2006, the director receiving the highest number of votes in the fiscal year 2006 election shall serve a five (5) year term, the director receiving the second highest number of votes in the fiscal year 2006 election shall serve a four (4) year term, and the director receiving the third highest number of votes in the fiscal year 2006 election shall serve a three year term. For each year thereafter, each Director shall be elected by the membership to serve a term of five (5) years.

Section 2. Except as provided in Section 1. above regarding the fiscal year 2006 election, each elected Director shall hold office for a term of five years. The term of one Director shall expire each year. The vacancy shall be filled by election at the Annual Meeting of the Members.

Section 3. (a) Any or all of the members of the Board of Directors may be removed with cause by a two-thirds (2/3) vote of the members of the Association or the Board of Directors. A Director who fails to remain in good status as a member-in-good-standing for a period in excess of sixty (60) days, or who fails to attend three (3) consecutive Board meetings, may be removed by majority vote of the Board of Directors. A Director whose removal is sought as stated above shall be given ten (10) days written notice of the meeting at which his or her removal will be voted upon by the Board, and shall be given an opportunity to be heard prior to the vote being taken at said meeting. A Director who fails to remain in good standing for a period in excess of ninety (90) days or who fails to attend five (5) consecutive Board meetings shall be deemed to be automatically removed.

(b) A Director may resign at any time by giving written notice to the Board of Directors. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the Board of Directors.

Section 4. Vacancies in the Board of Directors which occur before a Director's term has expired, (whether such vacancy occurs due to resignation, removal, or death) may be filled by a majority vote of the Directors then in office. A Director elected to fill a vacancy shall be elected to hold office for the unexpired term of the predecessor.

Section 5. (a) The regular meeting of the Board of Directors shall be held within one month following the Annual Meeting of Members. All other meetings shall be held at such time and place as shall be called by the Board of Directors.

(b) No notice shall be required for regular meetings of the Board of Directors for which the time and place has been fixed. Special meetings may be called by or at the direction of the President of the Board, or by a majority of the Directors.

(c) Written, oral or any other method of notice of the time and place shall be given for special meetings of the Board of Directors in sufficient time for the convenient assembly of the Board of Directors. The notice of a special meeting shall specify the purpose of the special meeting.

Section 6. (a) At all Board meetings a quorum shall consist of a majority of the Board of Directors. However, should a vacancy on the Board prevent a quorum from being present, then the quorum shall consist of a majority of the remaining members of the Board of Directors.

(b) The act of the Board of Directors shall be by a majority of the Directors present at the time of the vote, a quorum being present.

Section 7. The Board President will preside at all meetings of the Board. In the absence of the President, the Vice-President may preside and, in the absence of the Vice President, any other Officer or Director chosen by the Board shall preside.

Section 8. The Board of Directors may designate from the Board or from the membership an executive committee, special committees, and other standing committees for any lawful purpose. Such committees must consist of members in good standing and shall have such authority as the Board of Directors may delegate, except to the extent prohibited by law.

Section 9. The Board of Directors shall have power to:

(a) Appoint or remove any officer, committee member, agent, or employee of the Association, prescribe their duties, fix their compensation, and require of them such security or fidelity bond as it may deem necessary for the protection of the Association. Nothing contained in these By-Laws shall be construed to prohibit the Association from entering into contracts and transacting business with any director, officer, or member of the Association, subject to the provisions contained in Article 11, paragraph 2. of the Articles of Incorporation of White Sands Civic Association, Inc.

(b) Establish and levy assessments or charges, subject to and after membership approval, and to collect the assessments or charges. All costs associated with the collection of a delinquent account, including but not limited to, court costs, process service fees, and reasonable attorney's fees shall be added to the delinquent assessment and paid by the property owner. A ten percent (10%) late fee per lot per annum shall be added to any assessment not paid within sixty (60) days.

(c) Prescribe with respect to all members Rules and Regulations including imposing and collecting any initiation fee, dues or other fees, assessments, fines and penalties, the manner of suspension, termination or reinstatement of membership and, except as may hereinafter, otherwise be provided, the rights, liabilities and other incidents of membership, subject to approval by a majority vote of members in good standing at the Annual Membership Meeting. All members, property owners, residents, tenants, and their guests and invitees shall abide by the Association's Rules and Regulations.

(d) To represent the interests of the membership in seeing that the roads within the community are properly developed and maintained, including exploring all feasible alternatives to road maintenance, presenting these alternatives to the membership, and pursuing any options that may improve road maintenance.

(e) Adopt and publish rules and regulations governing the use of the common properties and facilities and the personal conduct of the members and their guests.

Section 10. It shall be the duty of the Board of Directors to:

- (a) Cause to be kept a complete record of all acts and corporate affairs and to present thereof to the members at the Annual Meeting of the members.
- (b) Supervise all officers, committee members, agents and employees of the Association and to see that their duties are properly performed.
- (c) Fix the amount of the assessment against each lot (property) for each assessment period and to present the assessment with explanation for approval by majority vote of the membership, present in person or by proxy, at the Annual Meeting of the membership. The assessment will apply to the fiscal year following the date of the Annual Membership Meeting.
- (d) Have the records of the Treasurer audited annually at the end of the fiscal year.
- (e) Establish and create the rules and regulations for the operation of the Board of Directors.

ARTICLE VII

OFFICERS

Section 1. The President, Vice-President, Secretary and Treasurer shall be elected by the Board of Directors at the first regular meeting of the Board of Directors following the Annual Membership meeting. The President, Vice President, Secretary and Treasurer shall be members of the Board of Directors; however, the Board of Directors may appoint non-Board members to serve as officers (i.e. Assistant Treasurer, Assistant Secretary). Non-Board member officers appointed by the Board who are not members of the Board of Directors (i.e. directors), may not vote on matters brought before the Board of Directors. Officers (whether Directors or non-Directors) shall serve until the next Annual Meeting. Officers may be removed from their position as an officer, with or without cause, by a majority vote of the Board of Directors prior to the expiration of his or her term; provided that an officer who is also a director may not be removed from his or her position as a director except in accordance with Bylaws, Article 6, Section 3. An Officer whose removal is sought as stated above shall be given ten (10) days written notice of the meeting at which his or her removal will be voted upon by the Board, and shall be given an opportunity to be heard prior to the vote being taken at said meeting.-

Section 2. The President shall be the chief executive officer of the Association, shall have the responsibility for the general management of the affairs of the Association, shall preside over all Board of Directors meetings, and shall carry out the rules and regulations set by the Board of Directors.

Section 3. During the absence or disability of the President of the Association, the Vice President shall have all the powers and functions of the President.

Section 4. The Treasurer shall have the care and custody of all funds and securities of the Association, and shall deposit said funds in the name of the Association in such bank accounts as the Board of Directors may from time to time determine. The financial records shall be stored at the administrative offices of the association. The Treasurer shall, when duly authorized by the Board of Directors, sign and execute all contracts in the name of the Association when counter-signed by the President. The Treasurer may also sign checks, drafts, notes and orders for the payment of money, which shall have been duly authorized by the Board of Directors.

Section 5. The Secretary shall keep the minutes of the Board of Directors and the minutes of the meetings of the members. The seal of the Association shall be stored in a locked box at the administrative offices and the secretary shall retain the key in his/her possession, and shall affix the seal to documents duly authorized by the Board of Directors.

ARTICLE VIII

MEMBERSHIP MEETINGS

Section 1. Association membership meetings shall be the Annual Meeting and any special meetings called by the Board of Directors or by fifty (50) members in good standing.

- (a) The Annual Membership Meeting shall be held in June of each year at such date and place within the state as

shall be fixed by the Board of Directors. Notice of this meeting shall state that the meeting is being called for the election of Directors and for the transaction of such other business as may properly come before the meeting.

(b) Special membership meetings may be held on such date and place within the properties as shall be fixed by the Board of Directors or by the members as permitted by law and Article VIII, Section 1. Such notice shall state the persons calling the meeting and the purpose for which the meeting is called. Included in the notice shall be a proxy card authorizing a Director, Officer or another member in good standing to cast the proxy vote. Only business stated in the notice of the meeting shall be transacted at the meeting.

(c) The fifty (50) or more members calling a special meeting shall be responsible for all meeting expenses. The Association will be released from all financial responsibility for such meeting.

(d) Notice of all membership meetings shall be by first class mail not less than twenty-one (21) days, nor more than fifty (50) days, before the date of the meeting to each member at the address recorded on the records of the Association, or at such other address which the member may have furnished in writing to the Secretary. **It shall be the responsibility of the member to notify the Association of any mailing address change.** Notice shall be deemed to have been given when deposited with postage prepaid in a post office or other official depository under the exclusive jurisdiction of the U.S. Postal Service.

Section 2. Meetings of the members shall be presided over by the following officers in order of rank: The President of the Association, Vice-President of the Association, or, if none of the foregoing is in office or present at the meeting, by an Officer or Director to be chosen by a majority of the members in attendance. (a) The Secretary or an Assistant Secretary of the Association shall act as Secretary of every meeting. When neither is available, the President may appoint a secretary of the meeting. (b) The order of business shall be as follows: (1) Roll call, (2) Reading of the minutes of the preceding meeting, (3) Report of standing committees, (4) Officers' reports, (5) Unfinished business, (6) New business.

Section 3. Each member in good standing shall be entitled to one vote per lot. Joint owners shall have between them a total of one vote and either partner may cast the one vote. A member in good standing is defined as a member who has paid, in full, all annual dues and assessments required to be paid pursuant to the Covenants applicable to the Lot and/or these Bylaws, and any fines, costs, penalties, late fees, or other charges lawfully assessed and charged to the member's account.

Section 4. Any member in good standing may authorize a Director, Officer, or another member in good standing to cast by proxy the member's vote in all matters in which a member may participate, including waiving notice of any meeting, voting or participation in a meeting, or expressing consent or dissent without a meeting. Every proxy shall be signed by the member or the member's attorney in fact, and shall be revocable at the pleasure of the member executing it, except as otherwise provided by law. Except as otherwise provided by law, no proxy shall be valid after the expiration of eleven months from its date.

Section 5. Except as provided by law, the Articles of Incorporation or the By-Laws, the members entitled to cast fifty (50) votes at a meeting shall constitute a quorum for a meeting of the membership for the transaction of any business.

Section 6. In the election of Directors, a plurality of the votes cast shall elect to office. Except to the extent provided in these By-Laws or Articles of Incorporation, all other action shall be a majority of the votes cast.

Section 7. Except as provided in Article XII, Section 1. with regards to By-Law Amendments, whenever the vote of members is required such action may be taken without a meeting by ballot vote providing notice setting forth the proposed action is forwarded to the membership. Approval shall be by the majority of those members in good standing casting ballot votes.

Section 7. The Board of Directors of the Association shall fix a record date for the purpose of determining members in good standing entitled to vote to express consent or dissent from any proposal, to determine members entitled to receive distributions or allotment of rights, or for any other proper purpose. Such record date shall not be

more than fifty (50) days nor less than twenty-one (21) days prior to the date of the Annual Membership Meeting or the date on which any distribution or allotment of rights, as the case may be, is to be made. Establishment of a record date shall apply to any adjournment of any meeting, unless a new record date is fixed by the Board of Directors for such adjourned meeting.

Section 8. The Board of Directors may cause to be issued certificates, cards or other instruments permitted by the law evidencing membership in the Association. Such instrument shall be non-transferable and a statement to that effect shall be noted on the instrument. Membership certificates, cards or other instruments, if issued, shall bear the signatures or facsimile signatures of an officer or officers designated by the Board of Directors and may bear the seal of the Association or facsimile thereof.

ARTICLE IX COMMITTEES

Section 1. The Standing Committees of the Association shall be (1) Architectural Control Committee, (2) Planning and Development Committee, and (3) Financial Committee. The Board of Directors may establish such other Committees as it deems necessary and appropriate to further the business of the Association.

Section 2. Unless otherwise provided herein, each committee shall consist of a Chairman and one or more persons and at least one member of the Board of Directors for Board contact. The Committees shall be appointed by the Board of Directors as soon as possible after the Annual Membership Meeting to serve until the following Annual Membership Meeting or until replaced by the Board of Directors. Committee members may be removed from their position on a committee, with or without cause, by a majority vote of the Board of Directors prior to the expiration of his or her term. A Committee member whose removal is sought as stated above shall be given ten (10) days written notice of the meeting at which his or her removal will be voted upon by the Board, and shall be given an opportunity to be heard prior to the vote being taken at said meeting.

Section 3. It shall be the duty of each committee to receive complaints from members on any matters involving Association functions, duties and activities within the committee's field of responsibility. It shall dispose of such complaints as it deems appropriate or refer them to other committees, Director or Officers of the corporation as is further concerned with the matters presented.

Section 4. The Architectural Control Committee shall make recommendations to and advise the Board of Directors concerning the establishment and enforcement of residential construction guidelines and rules and regulations pertaining to construction (i.e. homes, additions, fences, grading, storage sheds, etc) upon Lots and shall review all construction applications submitted to it, and approve, disapprove, or require modification and/or re-submission of construction applications. (Members must review and follow the procedures, rules and regulations contained in the WSCA Residential Construction Guidelines prior to commencing construction of any type upon a Lot.

Section 5. The Planning and Development Committee shall recommend to the Board of Directors all matters pertaining to the development of White Sands Community. This includes the preparation of long-range plans and the implementation of the planned development approved by the Board of Directors.

Section 7. The Financial Committee shall review all financial matters and recommend to the Board of Directors orders for the payments of money, execution of drafts, notes and contracts in the name of the Association.

ARTICLE X FINANCES AND RECORDS

Section 1. The fiscal year of this Association is July 1st through June 30th, at which time the books are to be audited.

Section 2. The Finance Committee shall present the budget at a Board of Directors Meeting and also in June at the Annual Membership Meeting. The budget shall project expenses and revenues for the fiscal year.

Section 3. The Association shall keep at the principal office of the Association complete and current records

and books of account, and shall keep minutes of the proceedings of all membership and Board of Directors Meetings as well as any committees appointed by the Board of Directors.

Section 4. The Corporate Seal shall be in such form as the Board of Directors shall from time to time prescribe.

Section 5. Requests for construction of access roads are to be submitted to the Board of Directors. Requests will be evaluated and incorporated in the long-range upgrading plan. Changes in the long-range plan priority listing will be made as circumstances dictate to assure the plan is responsive to the Association's best interest.

Section 6. Annual assessments for non-buildable lots as determined by Calvert County will be \$10.00. Should the category be changed later, the assessment will be adjusted accordingly.

Section 7. A \$500 impact fee was imposed February 1, 1990, and will remain in effect.

Section 8. The Directors shall not be liable to the Association or to individual property owners for mistakes of judgment not amounting to willful misconduct or bad faith.

Section 9. The books and records of the Association shall be available for examination and inspection by the Members and their duly authorized agents and attorneys, and to the institutional holder of any first mortgage on any Lot and its duly authorized agents and attorneys, during normal business hours and for purposes reasonably related to their respective interests and after reasonable notice, except that books and records may be withheld from examination and inspection to the extent that they concern (i) personnel records; (ii) an individual's medical records; (iii) an individual's financial records; (iv) records relating to business transactions that are currently in negotiation; (v) the written advice of legal counsel; or (vi) minutes of a closed meeting of the governing body of the Association. The Association may charge a reasonable charge upon a person desiring to review or copy the books or records (Maryland Code Annotated, Title 11, Section 11B-112).

ARTICLE XI

PARLIAMENTARY AUTHORITY

The rules contained in the latest edition of *Robert's Rules of Order Newly Revised* shall govern this association in all cases to which they are applicable and in which they are not inconsistent with the Association's Articles of Incorporation, these By-Laws, and/or any rules of order adopted by this Association, the Board of Directors, or any Federal, State or County laws.

ARTICLE XII

AMENDMENTS

Section 1. The By-Laws of the Association may be amended by a two-thirds (2/3) vote of the votes cast by members in good standing at the Annual Membership Meeting or a Special Membership Meeting called for such purpose, or by a ballot vote without a meeting, provided at least fifty (50) ballots are received by the Association from members-in-good standing, and 2/3 of the ballots received by members-in-good-standing cast their ballot affirmatively in favor of the proposed By-Law Amendment.. By-Law Amendment will become effective upon approval.

Section 2. In the event any provision or portion of these By-Laws be declared invalid by competent authority, the remainder of these By-Laws continues in full force and effect.

WHITE SANDS CIVIC ASSOCIATION, INC.
RULES AND REGULATIONS
EFFECTIVE June 10, 2016

Rules and Regulations are prescribed by the White Sands Civic Association, Inc. (WSCA) in order to promote the general welfare of the community and property values. The WSCA Rules and Regulations are derived from Calvert County Ordinances, and the WSCA Covenants and Construction Guidelines. They do not waive compliance with federal, state, and county laws or local ordinances. The Rules and Regulations are applicable to all land owners, tenants, guests, and any other persons within the White Sands properties. Property owners are responsible for their guests and/or tenants, and should provide a copy of the Rules and Regulations to their tenants and/or guests.

RULES AND REGULATIONS

1) PROPERTY IMPROVEMENTS a. Prior to undertaking any improvements to property, plans, including the site plan, must be approved, in writing, by the Association's Architectural Control Committee. That includes, but is not limited to new homes, additions, decks, sheds, fences, tree removal, and grading. WSCA, Inc. permits must be clearly displayed on the property along with any necessary county permits during construction.

b. Any new home construction started prior to obtaining a permit from the WSCA, Inc. ACC will carry a One Hundred Dollar (\$100.00) after the fact application fee. Any other construction (sheds, decks, fences, additions, grading, etc.) started prior to obtaining a permit from the WSCA, Inc. ACC will carry a Fifty Dollar (\$50.00) after the fact application fee.

c. NOT WITHSTANDING THE ABOVE, THE WHITE SANDS CIVIC ASSOCIATION, INC. RESERVES THE RIGHT TO DENY AFTER THE FACT APPLICATIONS AND HAVE THE PROPERTY OWNER REMOVE UNAPPROVED STRUCTURES NOT MEETING ASSOCIATION GUIDELINES.

2) STRUCTURES OTHER THAN RESIDENCES a. No building of a temporary nature will be permitted to be erected or placed upon any property.

b. No building i.e. shed or garage will be permitted on any undeveloped property.

c. No carports may be constructed on any property, unless attached to the home.

d. No more than two outbuildings (garage or sheds) will be approved on any property.

e. All sheds must be placed in the side or rear yards, behind the front line of the house; no shed will be permitted to be installed between the front of the house and the road.

3) PROPERTY UPKEEP a. Owners must maintain their property in good repair, including but not limited to, mowing of lawns and yards, removal of dead trees, shrubs and unsightly landscaping, and the maintenance and repair of fences, siding, roofing, gutters, and other buildings, etc.

b. Owners must maintain their property in a neat and sanitary condition at all times.

c. No equipment or machinery, including equipment or machinery for use in connection with the maintenance of a dwelling, such as lawnmowers, wheelbarrows and similar devices may be stored in the front yard.

4) TRASH AND OTHER MATERIALS a. All trash must be placed at the side or rear of the home in water tight, animal proof containers and disposed of properly, and in a timely manner.

b. No resident may accumulate, keep, or store trash, debris, furniture not designed specifically for outdoor use, appliances, etc. on their property.

c. No building materials may be stored in the yard, except building materials during the course of construction of an approved structure.

5) HOUSE STREET NUMBERS a. Every homeowner or tenant is **required** to display the assigned house (street) number so that it is clearly visible from the road. This enables emergency vehicles quick access to all White Sands properties.

6) TREES: a. Removal of live trees more than twelve (12) inches in diameter, requires permission from the Architectural Control Committee. If a tree is removed without permission, a suitable replacement may be required.

7) VEHICLES a. Vehicles operated in White Sands must be registered and tagged
b. Only one untagged or inoperable vehicle may be parked on any lot.
c. Any untagged or inoperable vehicle must be covered with a car cover and stored, when possible, behind the front line of the house.
d. Parking is not allowed on any White Sands roadway, shoulder or lawn, including cul-de-sacs marked with or without no parking signs. All residential property must be provided with paved (gravel, CR6, asphalt) parking space for vehicles.
e. Vehicles parked on the White Sands roadways and cul-de-sacs, marked with or without no parking signs, will be towed at the owner's expense after a fifteen (15) day written warning.
f. No commercial vehicles, i.e. dump trucks, semis, etc., may be parked on any roadway in White Sands. Commercial vehicles parked on any roadway in White Sands will be towed at the owner's expense after a fifteen (15) day written warning.
g. The operation of ATVs, trail bikes and go-carts or any other unlicensed motor vehicle is prohibited on the roadways in White Sands.

8) RECREATIONAL VEHICLES a. All recreational vehicles must be stored in the side or rear yard at least eight (8) feet from the street. No water or waste lines can be attached. Recreational vehicles parked on the roadways of White Sands will be towed at the owner's expense after a fifteen (15) day written warning.

9) TRAFFIC VIEW AND SAFETY a. No structure, landscaping, shrubbery or any other obstruction may be placed on a property so as to block the clear view of traffic on any streets.
b. No structure of a permanent, "non - break away" nature may be placed within 5' of the property line on the street side.

10) WEAPONS a. Hunting or discharging any firearms, including BB guns, pellet guns, paint ball guns or any projectile emitting device, is strictly prohibited in White Sands.

11) FIRES: a. No open fires shall be permitted upon any part of the property. All chimneys must be covered with spark screens.
b. Outdoor grills, fireplaces, and properly maintained burn barrels must have fire screens of sufficient design to prevent the scattering of burning embers, and must be attended at all times. Member will be liable for any damages caused by fire. The Calvert County restrictions on burning during dry seasons will be strictly adhered to throughout the community.
c. Calvert County Burning Regulations: You can burn any time after 4 PM seven days a week EXCEPT during the Calvert County Burn Ban, which lasts from June 1 through September 1 every year AND in locations where there are "Burn Ordinances", such as the beaches. You must burn away from wooded areas or structures and you must have a water supply nearby. Fires must be attended at all times and must be put out by midnight. Notify the Calvert Control Center (410-535-1600, ext. 2230 or 410-535-3491) prior to conducting controlled burns in case someone calls 9-1-1 stating that they see smoke in your area. If you suspect someone is burning inappropriately, please report it to the Saint Leonard Volunteer Fire Department non-emergency number at 410-586-1713. If it appears to be an emergency you should call 9-1-1.

12) FARM ANIMALS a. No farm animals, livestock or poultry are allowed on any White Sands property. That includes, but is not limited to animals, such as cows, horses, pigs or goats of all breeds, and poultry such as chickens, ducks, or geese.

13) BUSINESSES a. No building may be used for any purpose other than residential, except on lots designated for business or commercial use; with the exception of day care facilities in accordance with Maryland Home Owner Association Law.

14) SIGNAGE a. No signs or billboards advertising services will be permitted on any residential, or common area properties, with the exception of a house "for sale" or "for rent" sign which must be of a professional quality, no larger than 2' by 3', and placed directly on the property being sold. Realtor "directional" signs are not permitted any where within the White Sands community. Open house signs and directional signs leading to an open house event are permitted during the day of the event only.

15) LITTERING a. Littering or dumping on White Sands roads or other properties, or property that belongs to someone else is strictly prohibited. Clean up of this litter will be at the identified violators expense.

16) HOLIDAY DECORATIONS a. Holiday decorations must be removed within fifteen (15) days of the holiday.

17) FENCES a. All fences must be approved by the Architectural Control Committee prior to installation.

b. All fences must be five (5) feet from the property line on the street side.

c. Only wood, vinyl or chain link fences less than four (4) feet in height will be permitted between the house and the street. Fences higher than forty eight (48) inches may be allowed behind the midline of the house, to be determined on a case by case basis by the Architectural Control Committee. No chicken wire or landscaping trim may be used as fencing at any time.

18) LOITERING

Loitering in White Sands shall be prohibited as follows:

a. Loitering shall be defined as lingering or hanging around in a public place where one has no particular or legal purpose. A public place shall mean any place to which the general public has access for a lawful purpose, including the front or immediate area of any public streets, ways, grounds, areas, buildings or parks.

b. When causing the obstruction of any public street, easement or any other public place or building by hindering or impeding or tending to hinder or, impede the free and uninterrupted passage of vehicle or pedestrian traffic.

c. When committing in or upon any public street, easement or any other public place or building; or facing or fronting on any such public street, easement or any other public place or building, any act or thing which is an obstruction or interference to the free and uninterrupted use of property, or which prevents the free and or uninterrupted ingress, egress, and regress of said property.

d. When obstructing or impeding the peaceful enjoyment of individual private property by the property owner and their visitors or guests.

19) PORTABLE BASKETBALL HOOPS

a. Portable basketball hoops must not be used on, or block, roadways. They should be placed on the owner's own lot, at least five feet back from the roadways and laid on its side when not in use.

VIOLATIONS OF THE RULES AND REGULATIONS

DUE PROCESS:

1) Violations: The Association will issue a Violation Notice (written warning) to a property owner for a violation of any Covenant, or Rules and Regulations. The property owner must comply within five (5) days from the date of the notice.

2) Hearings: Failure to comply will result in a hearing before the Architectural Control Committee. A written notification of the hearing will be sent to the property owner by regular and / or certified mail. The mailing of this notice by either method will constitute due process on the part of the Association, and failure to receive or accept a certified mailing will not absolve any property owner of their compliance responsibilities, or lengthen the established time frame.

The hearing will be held and findings of fact and recommendations will be issued to the Association's Board of Directors, hereafter referred to as the Board. The Board may approve, disapprove, or modify the Architectural Control Committee's hearing recommendations.

3) Appeals: The property owner shall be notified in writing of the decision of the Architectural Control Committee, as approved by the Board. The property owner shall be advised of the right to appeal the decision to the Board within ten (10) days from receipt of the notification. a) Should no appeal be filed, the approved decision of the Board will stand and fines will be enforced accordingly, payable within (20) calendar days form receipt of notification. Failure to correct the violation and pay the fines when due, may result in additional fines and legal action.

b) Should an appeal be filed within the ten (10) day grace period, all fines will be suspended awaiting the final decision of the Board. The property owner will be notified in writing of the date of the appeal hearing, where the Board will hear testimony regarding the circumstances of the violation, and will have the right to uphold, amend, or suspend the recommendation of the Architectural Control Committee. The property owner will be notified in writing of the decision of the Board. Failure to comply wit the decision of the WSCA Board of Directors may result in additional fines and legal action.

FINE SCHEDULE

Non-compliance of a violation notice may result in a fine in accordance with the following fine schedule.

1) Written Notice of Violation \$0.00 per violation

No fine will be issued if the violation is corrected within 5 calendar days.

2) Written Notice of Violation Hearing or

Appeal Results..... \$100.00 per violation

A fine will be issued if the violation is not corrected within 10 calendar days.

3) Additional Fines \$20.00 per day per violation

All violations must be corrected within time frames specified in the written notification. Should the property owner remain in violation past the specified time frames, an additional fine of \$20.00 per day, per violation will be charged for each day of continued violation.

4) LEGAL ACTION a) In the event that a property owner fails to come into compliance with the Covenants, By-Laws, and Rules and Regulations, following the above stated procedures, the Board may turn the matter over to the Association's attorney. The attorney may take any and all legal actions necessary, including but not limited to filing of a lawsuit against the property owner, to enforce the Covenants, By-Laws, and Rules and Regulations, and to obtain a court judgment for any and all fines imposed. Should the Association be required to undertake legal action against the property owner, the property owner shall also be liable for all court costs, costs of collection, and reasonable attorney's fees incurred, and the Association shall seek a monetary judgment from the Court for the same. b) Failure to pay the fines imposed during the above referenced process may also result in the Association attaching a lien against the property for the cost of any fines imposed, court costs and reasonable attorney's fees incurred by the Association.

REPEAT VIOLATORS

Property owners shall not be permitted to evade compliance with the Covenants, By-Laws, and Rules & Regulations by abusing the Association's due process procedures as contained in these Rules & Regulations.

1) A property owner who has been sent an initial violation notice, and comes into compliance with the initial notice, and then commits the same violation ("second offense") within a twelve month period commencing with the date of the initial notice, shall be deemed a "repeat offender". The Association shall mail a notice advising such offenders of their repeat violation and that notice shall also advise the property owner of the date, time, and place of a hearing to be held before the Architectural Control Committee. The Architectural Committee hearing will be held regardless of status of the violation at the time of the hearing, and fines may be imposed in accordance with the fine schedule contained in these Rules and Regulations.

2) A property owner who has been found to be or to have been in violation of the Covenants, By-Laws, and Rules & Regulations at an Architectural Control Committee hearing, and then commits the same violation within a twelve (12) month period, from the date of the hearing, shall not be entitled to a second hearing for the same violation.

3) In the event that a property owner commits the same violation within an eighteen month period, and the Architectural Control Committee has held one hearing on the violation pursuant to paragraph one (1) and paragraph two (2) above, the Board may, upon verification of the continuing, turn the case over to the Association's attorney to take any and all legal actions against the property owner, including but not limited to filing a lawsuit.

**WHITE SANDS CIVIC ASSOCIATION
RESIDENTIAL CONSTRUCTION GUIDELINES
Amended 6/27/08**

It is the responsibility of the White Sands Civic Association, Inc., acting under the Covenants, to uphold property values and protect the interests of the majority without placing an undue burden upon the home builder. The Association encourages attractive home construction.

The government of Calvert County has jurisdiction over new construction and property improvements. Each builder, in addition to White Sands Civic Association Architectural Control Committee approval, must obtain the necessary county permits and comply with Calvert County rules and regulations.

These guidelines of standards and requirements for construction are intended to assist and speed the prospective homeowner's preparatory steps.

A copy of the Calvert County building requirements may be obtained from the Department of Inspections and Permits in Prince Frederick or by calling 410-535-1600.

ARCHITECTURAL CONTROL COMMITTEE

The Architectural Control Committee, a standing committee of the White Sands Civic Association, Inc., under policies established by the Board of Directors, must review and approve or disapprove all applications for **any and all** construction such as homes, additions, fences, garages, grading, and storage sheds within White Sands. Failure to get approval may result in legal action.

The purpose of the review is to maintain and conserve the property values and natural beauty of White Sands for all property owners. The review covers all matters pertaining to enforcement of the White Sands covenants and Calvert County zoning ordinances and building standards. Application approval by the Whites Sands Civic Association, Inc., Architectural Control Committee is required prior to Calvert County issuance of construction/building permits.

The plans for any dwelling or other building to be constructed, or externally altered, or any other structure (including fences) must be approved in writing by the Architectural Control Committee **prior to start of construction or alteration**. Approval response is generally made within two weeks upon receipt of a completed application.

Construction will be monitored by the Architectural Control Committee to insure that the building and surrounding grounds meet all the aesthetic standards specified by the approved plan.

The design of the intended construction may be of any style, so long as it is consistent with and/or complimentary to the surrounding environment. Quality of construction will be the factor of consideration in appraising architectural style. The Architectural Control Committee in no way guarantees that a construction style will be approved because the same or similar construction style already exists in White Sands.

BUILDING REQUIREMENTS

The owner must display the County Building Permit on a site, prior to the start of construction, and at all times until construction has been completed. **Owners will be responsible for all damages incurred to the roadways and other properties.**

The proposed construction site will be inspected by the Architectural Control Committee (with owner, if desired) prior to the beginning and at the end of construction. Inspections are for White Sands Civic Association, Inc. purposes only and are not to be interpreted as assuring conformance to Calvert County building requirements.

All exterior construction must be completed within nine (9) months from date construction commences, including the lot cleanup. You must notify the association of your construction start date (date when clearing/breaking ground will begin), otherwise the 9 month time limit will commence with the date of application approval.

- a) If the property owner has not completed the exterior construction and/or does not clean up the lot within the nine (9) month construction period, the White Sands Civic Association, Inc. will give the owner written notice.
- b) Upon written notice, the owner must submit a proposed time-line indicating the intention to complete the building exterior and lot cleanup within three (3) months.

The owner may request a hearing before the Architectural Control Committee. Following the hearing, the Architectural Control Committee recommendations will be issued to the Association's Board of Directors, hereafter referred to as the Board. The Board may approve, disapprove, or modify the Architectural Control Committee's hearing recommendations.

- c) If the Board approves the Architectural Control Committee's hearing recommendations, the owner will be notified that he/she has three (3) months from the date of the hearing to complete the exterior, including lot cleanup. If it is not completed within the three (3) month extension period, the owner will be required to submit an updated application for an additional three (3) month extension and will be assessed a fee of five hundred dollars (\$500).

If the Board disapproves or modifies the Architectural Control Committee's hearing recommendations, the owner will be notified of their disapproval and/or recommendations.

- d) The three (3) month procedure, followed by the fine, will continue until such time that the construction guidelines have been met.

Contractors/builders are required to register with the White Sands Civic Association, Inc., and execute a Contractor/Builder Agreement prior to any construction.

1. HOUSES

- a. The property owner and/or contractor must submit a complete set of house plans, a completed copy of the "Application for Approval of Plans for Construction" form, and a copy of the plot plan, approved by the County Engineering Department, showing general layout, erosion control and location of proposed structure with respect to property lines. The house plans must include architectural drawings showing floor plans, all external elevations, and all detailed drawings needed to complete the architectural display. When more than five (5) feet of foundation will be above ground level, the elevation drawings must show the foundation.
- b. A check made out to the White Sands Civic Association for five hundred dollars (\$500) for the building impact fee must be submitted to the Architectural Control Committee prior to building approval.

- c. The front line of all buildings must be at least twenty-five (25) feet from front property line and ten (10) feet from side and rear lines except with written permission of the Architectural Control Committee **and** a special County zoning exception.
 - i. Calvert County setback zones will prevail where the County has changed setbacks for protection of waterways, sediment control, erosion control and so forth. All properties within one thousand (1,000) feet of the water are within the **critical area**. Additional permits and fees apply.
 - ii. Setbacks are measured from actual property lines. All parts of the building such as porches, stoops, steps, entries, decks and overhangs, including heat-pumps whenever possible, must be within setback requirements.
- d. When clearing lots and removing trees, the property owner and/or contractor must assure that:
 - i. Before any earth is disturbed (including stump removal), straw bales or plastic erosion barrier/silt fences are placed to prevent any earth from washing onto adjoining property, drainage ditches, or into streams or the bay. All earth must be confined to the lot under improvements, as required by the Calvert County Erosion and Sediment Control Ordinance.
 - ii. White Sands is a wooded community and trees and shrubbery are valuable assets. All trees must be saved to within twenty (20) feet of the structure whenever practical. Strict regulations concerning tree and vegetation removal from critical areas are being enforced by County and State officials.
 - iii. Construction debris must be confined to the lot under construction. The lot must be kept neat during construction. Any firewood left on the lot during construction must be cut into fireplace length and neatly piled. All uprooted tree stumps, brush piles and debris must be removed from the property to a County – Approved disposal area during construction and upon completion of the house. No fires of any kind are allowed on a construction site. **Disposal of debris in White Sands is prohibited.**
 - iv. All disturbed areas must be seeded and straw covered, or otherwise stabilized, in accordance with County requirements before erosion barriers are removed.
 - v. Additional building rules and restrictions:
 - (1) Only a single family dwelling may be erected on any residential lot.
 - (2) Homes smaller than 1000 square feet of finished living space will be rejected.
 - (3) Modular homes will not be approved unless they have the Building Official and Code Administrators (BOCA) seal of approval affixed and meet all covenants and construction requirements.
 - (4) Roof pitch of less than five/twelve (5/12) will not be allowed.
 - (5) Construction approval will not be granted for mobile homes, or single or double-wide trailers on any residential lot.
 - (6) The exterior finish must be of quality materials, such as wood, logs, stone, brick, vinyl, aluminum. Painted and/or parged (coated with plaster) cinder block will not be allowed.
 - (7) Exteriors must be painted in white or earth tones. No bright or gaudy colors such as blue, green, red, or pink will be allowed. Check with the Architectural Control Committee for approval.
 - (8) Any exposed portion of the foundation that is concrete or cinder blocks must be surfaced with parging, stucco or the equivalent.
 - (9) All houses and garages must have gutters and down spouts.
 - (10) Corner lot landscaping must not obstruct the view of traffic from any direction.
 - (11) Blank walls are not allowed on a side facing a road except in special cases such as a corner lot.
 - (12) The Architectural Control Committee will disapprove applications for “look-a-

like” homes within four lots of the building site on either side of the street to preserve the individuality of homes in the community.

- (13) The Architectural Control Committee may require building plan changes for aesthetic reasons. For example, they may require an addition to the roof overhang, change in roof pitch, or the addition of shutters.
- (14) Any changes to a structure’s exterior or lot placement from the approved plan requires a reexamination **prior** to making the change. Failure to obtain a reexamination voids the original Architectural Control Committee approval.
- (15) Location of driveway and parking areas must be shown on site plants. Driveway and parking areas must be hard surfaced with gravel, CR6 or asphalt. Driveways must accommodate four (4) vehicles.
- (16) All houses must be built with a garage and/or a detached shed for outside storage.
- (17) A minimum of six (6) foundation plants (at least two gallon size) will be required on all new homes.
- (18) Building materials and supplies cannot be stored on property except for immediate use for Architectural Control Committee approved construction.
- (19) No building will be used for any purpose other than residential, except on lots designated for business or commercial use.

2. ADDITIONS TO HOUSES

- a. A Calvert County permit and approval by the Architectural Control Committee is required for any structure attached to the house prior to installation.
- b. Calvert County permit and approval by the Architectural Control Committee is required for swimming pools (in or above ground) and satellite dishes. Satellite dishes are not allowed between the house and road.

3. FENCES

- a. All fences must be approved by the Architectural Control Committee prior to installation.
- b. All fences must be five (5) feet from the property line on the street side.
- c. Only wood, vinyl, or chain link fences less than four (4) feet in height will be permitted between the house and the street.
- d. Six (6) foot fences **may be** permitted behind the mid-line of the house on a case by case basis to be determined by the Architectural Control Committee.

4. GARAGES/SHEDS

- a. All garages/sheds must be approved by the Architectural Control Committee prior to building. All garages and any shed over one-hundred fifty (150) square feet must have a Calvert County building permit.
- b. Siding and roofing should match the house as closely as possible. All sheds must be maintained in good repair.
- c. No more than two outbuildings (garage or sheds) will be approved on any property.
- d. No building of a temporary nature will be permitted to be erected or placed upon any property.
- e. No building, i.e. shed or garage, will be permitted on any undeveloped property.
- f. No carports may be constructed on any property, unless attached to the house.

5. CULVERTS

- a. An on-site inspection will determine the road access requirements. If the lot inspection indicates a culvert, the culvert must be installed by the contractor/builder in accordance with Calvert County specifications.

WHITE SANDS CIVIC ASSOCIATION, INC.
ARCHITECTURAL COMMITTEE
APPLICATION FOR APPROVAL OF PLANS FOR CONSTRUCTION

Owner's Name _____ Phone _____

Address _____

Property Address: _____

1. NEW HOME CONSTRUCTION

Construction Site: Lot(s) _____ Block _____ Plat _____

House Type: Rambler _____ Split Foyer _____ Other _____

Note: Modular Homes Must Have the BOCA Seal of Approval

Number of square feet: Main floor _____ Other _____ Total _____

Type of foundation: _____

Exterior Walls: Material _____ Color _____

Documents to be submitted with this form:

- Plot plan showing location of construction with set back dimension, driveway, septic, etc.
- Drawings of all four exterior elevations including foundation if more than five (5) feet above ground.
- Dimensional floor plan.

NOTE: For new house construction, a Calvert County approved building permit plat is required.

A check for \$500 impact fee must accompany this application for new home construction.

2. APPROVAL REQUEST FOR OTHER CONSTRUCTION:

() Detached building or garage () Deck (size) _____ () Shed (size) _____

() Fence (type) _____ () Addition to existing structure () Other _____

Documents to be submitted with this form:

- **Plot plan showing location of construction with set back dimension, driveway, septic, etc.**

Requests for any of the above must contain this form, a detailed description/drawing of the proposed structure, a plot plan and a description of exterior materials and colors.

I, the owner and/or contractor of above property, have read and understand the "Building Guidelines" and Covenants of White Sands and I certify that the proposed construction does conform to these documents.

Signed _____

Approved: WSCA - ACC

Date _____

By _____

Approval Date _____