

COURTLAND SQUARE HOA
ARCHITECTURAL COMMITTEE
GUIDELINES & REVIEW PROCESS



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1 INTRODUCTION

1.1 Purpose

The purpose of this manual is to present general policy, review procedures and design guidelines for homeowners intending to make any changes to their property or to the exterior of their home in Courtland Square. The ACC is responsible for policy formation, implementation, and interpretation. The Architectural Control Committee (ACC) reserves the right to make policy changes at any time. Changes will be made to reflect amended policies, covenants, and procedures consistent with the needs of the Association. The design guidelines are recommended by the ACC and approved for implementation by the Board of Directors (BOD). As changes occur, appropriate material will be forwarded for placement in your handbook. The Design Guidelines are also intended to serve as a reference for members of the Architectural Control Committee (ACC) of the Courtland Square Homeowners' Association in reviewing projects submitted to them by homeowners. This document is not intended to be all-inclusive or exclusive, but to serve as a guide for making improvements in the community. In general, the Design Guidelines have been prepared to guide the development of Courtland Square with the following objectives:

1. To provide uniform guidelines for the ACC in reviewing applications based upon the goals set forth in the Governing Documents of the Association.
2. To assist homeowners in preparing and submitting an acceptable application to the ACC.
3. To illustrate basic design principles, which will aid homeowners in developing exterior improvements, that are in harmony with the community as a whole.

1.2 Architectural Committee & the Review Process

The authority for maintaining the quality of design in the community is provided for in the community's governing documents with the creation of an Architectural Control Committee (ACC). The ACC consists of three (3) or more members, appointed by the Board of Directors. The ACC administers the design review process for all modifications on property, which is subjected to the Declarations, adopts procedures for the exercise of it's duties, and maintains the records of actions taken.

Article VII, Restrictive Covenants, Section 6 of the Declarations explicitly states no alteration or modification to a property subject to this Declaration which is visible from the exterior of the lot may be made without prior written approval from the Architectural Control Committee, except for, (a) repainting or restoring where there is no change in color; (b) repairs where there is no change in the finish material used, or (c) alterations for which prior approval is not required by the Architectural Control Committee.

The applicant (Owner) is responsible for complying with the provision of these Procedures and Guidelines, initiating the reviews and obtaining the required approvals. There are no exemptions or automatic approvals and each application will be reviewed on an individual basis.

Improvements or modifications offered/installed as builder options have been approved by the ACC; however the homeowner is required to provide the Association with a copy of the sales contract or site plan showing the option if the improvement is questioned.

Reviews

Applications should be submitted well in advance of the scheduled commencement of the modification. As provided in the Declarations, the ACC has up to forty-five (45) days from the receipt of a complete application to reach a decision on the request. Every effort is made by the ACC to process applications as quickly as possible. Depending upon the number of applications submitted, however, it may take the full forty-five (45) days to process applications. This is especially true in the spring and summer months.

The ACC will review all submitted applications and their accompanying information for completeness. Submissions that do not have the necessary information for review shall be deemed to be incomplete and will be returned to the Owner. Complete submissions will be reviewed by the ACC in the order in which they are received. The submission of a complete application is crucial to enable the ACC to provide you with a response quickly. If additional information or clarification is needed, the ACC may contact the applicant directly.

In the event of a complex or major project, the ACC may request the applicant to present their design in person at the ACC's next scheduled meeting. The decision of the ACC may be sent by first class mail to the applicant's address, or communicated directly through email, telephone, or in person.

All Applications not acted upon within 45 days shall be forwarded to the BOD for action within 30 days of referral of the same. The failure of the applicant to RECEIVE written notification within the forty-five (45) day period does not in itself constitute automatic approval. The applicant should contact the ACC regarding the status of the request.

Approval

The ACC's approval of any proposed construction is within its sole discretion. The ACC may enforce or modify, in whole or in part, any or all of these Procedures or Guidelines. Approval by the ACC does not relieve the Owner of the responsibility of obtaining all other necessary approvals and permits required by the Town of Purcellville, Loudoun County, the Commonwealth of Virginia and/or other agencies having jurisdiction over the project or improvement.

Notification of the ACC's final approval constitutes an agreement by the Owner not to deviate from the approved plan unless such proposed deviation has been submitted to the ACC and has been specifically approved by the ACC.

The ACC may, at its discretion during the design review process, suggest alternative design solutions; however, such suggestions shall not necessarily constitute an approved design solution and the ACC shall not have any responsibility for ensuring, or making any determination regarding compliance of such suggested design solutions with applicable governmental regulations and other requirements.

Appeals

The Owner may file a written request that the ACC reconsider a decision. Any such request for reconsideration shall include a statement of the basis for such request and technical design information supporting such request using the Appeal section of the Response to Request form.

The ACC may require additional information in connection with any request. The Owner's written request for consideration may include a request to present their appeal in person at the ACC's next scheduled meeting. All reconsiderations will be reviewed on as a case-by-case basis, and the granting of a request for reconsideration with respect to one project does not imply or warrant that

a similar request will be granted with respect to any other project. Each case will be reviewed on its own merits and in light of the overall objectives of these design guidelines.

In the event the ACC denies the request, the Owner may file a written appeal request to the BOD, which will initiate the appeal process. Submit in writing your appeal to the BOD. The BOD will mail a ballot to the community to vote on your proposal. 22 votes are required to overturn the ACC decision.

Inspection and Compliance

The Modification Completion Notification form sent with the notice of approval should be completed by the Owner and returned within forty-five (45) days of completion of an approved modification. Upon the ACC's receipt of the Completion Notification form, the ACC will inspect the modification to verify compliance with the approved application. The Owner is sent notice of compliance/non-compliance.

Revisions To The Design Guidelines

Periodic BOD approved revisions to the Design Guidelines will occur. The ACC is responsible for updating the Design Guidelines. Revised guidelines shall list the dates of their revisions.

2 Design Guidelines of the Architectural Committee

2.1 Antennas/Satellite Dishes

General Considerations & Guidelines:

The FCC Telecommunication Act of 1996, amended in 2001, limits some restrictions on specified antennas. At the same time it allows for reasonable restrictions and rules regarding the location and appearance of the antennas that are covered by the Act. An association such as Courtland Square cannot endorse rules that prevent or unreasonably delay or unreasonably increase the cost of the antenna/satellite, installation, maintenance or use, or preclude acceptable signal reception. An association can require property owners to place the satellite dish, to the extent feasible, in certain locations that are not visible or are least visible from the street and common areas. Associations can require homeowners to provide prior notification so that they can be informed of the preferred and acceptable locations. "Reasonable" architectural guidelines or policies, which do not impair signal reception, will continue to be enforceable.

All Satellite Dishes must be one meter or less in diameter.

Although rooftop Antennas are permitted under the Telecommunications Act, the use of attic Antennas (installed in the attic) is encouraged.

Per FCC recommendations, Antenna and Satellite Dish supports are limited to a maximum of 12 feet above the roofline.

All wiring for Antennas and Satellite Dishes must be properly secured. In some instances wiring may be required to be concealed.

Should Satellite Dishes be produced with color options, the color selections should complement the houses basic colors, following the same guidelines as exterior painting. Otherwise, the color should remain as originally purchased; neutral tones, black, gray, tan.

There should be no commercial advertising on the Satellite Dish itself, other than the brand name.

Based on the required positioning to receive transmissions, Antennas/Satellite Dishes should be placed in an inconspicuous location, and should not be placed in areas where it would constitute a safety hazard.

All ground installations shall be screened so as to minimize the visibility of the antenna. All such screening must comply with all other provisions of the governing documents.

Antennas/Satellite Dishes must be placed on the homeowners' property, not in any common areas.

Submission Requirements:

In accordance with FCC Regulations, no prior approval is required. However, Antennas/Satellite Dishes must follow above guidelines and meet any and all FCC requirements under the Telecommunications Act of 1996/2001.

2.2 Arbors and Trellises

Arbors and Trellises that are permanent to the landscape require application.

Submission Requirements:

- A completed Architectural Modification application.
- A copy of the existing site plan (plat) showing the house, existing decks, patios, fences, and/or accessory structures, significant vegetation, property lines and easements and the location of the proposed arbor or trellis.
- A plan, to scale, showing the existing house and decks (if any), and the proposed arbor or trellis including dimensions, placement, construction detail, and materials.

2.3 Decks

General Considerations & Guidelines:

All decks require prior approval by the ACC.

These guidelines apply to both Town home and Single Family homes except where noted.

Maintenance - All decks must be maintained in good condition.

Permits - All decks must be in compliance with all Governing Bodies building rules and regulations. The Homeowner must provide copies of the Town and/or County Building Permits and Final Inspection Notice to the ACC. All ACC approval is contingent upon Governing Bodies approval.

Location - Decks shall maintain a setback from all property lines as required by the Town and/or County regulations.

Town homes - Decks shall only be permitted in the rear yards.

Single Family Homes - Decks are permitted in the rear yards. Requests for side yard decks shall be evaluated on a case-by-case basis.

Submission Requirements:

- A completed Architectural Modification application.
- A copy of the existing site plan (plat) showing the house, existing patios, fences, and/or accessory structures, significant vegetation, property lines and easements and the location of the proposed deck.
- Deck plans, to scale, showing the existing house and decks (if any), including dimensions, elevation drawings showing height above grade, railing and stair detail (height, style, picket size), material to be used and any other proposed elements including, but not limited to benches, planters, privacy screens.

2.4 Exterior Decorative Objects

General Considerations & Guidelines:

Temporary exterior decorative objects such as birdhouses, flowerpots, fountains that will not convey with the property, hanging baskets, flower baskets, and benches do not require an ACC application.

Holiday decorations are exempt from these requirements.

Any planter box attached to the property requires prior ACC approval.

Submission Requirements:

- A completed Architectural Modification application.
- A copy of the existing site plan (plat) showing the house, existing decks, patios, fences, and/or accessory structures, significant vegetation, property lines and easements and the location of the proposed exterior decorative object(s).
- A photo or picture of the proposed exterior decorative object(s).

2.5 Exterior Lighting/Electronic Insect Traps

General Considerations & Guidelines:

ACC approval is not required when replacing existing exterior light fixtures with fixtures of the same style and finish.

All other exterior lights including, but not limited to, security lights require prior ACC approval.

Electronic insect traps require ACC approval.

Submission Requirements:

- A completed Architectural Modification application.
- A photo of the existing house showing the location of the proposed lighting.
- A photo or picture of the proposed lighting.

- ***Only necessary for the addition of lighting, ie: adding lighting where it did not exist previously:***
A copy of the existing site plan (plat) showing the house, existing decks, patios, fences, and/or accessory structures, significant vegetation, property lines and easements and the location of the proposed lighting.

2.6 Exterior Painting

General Considerations & Guidelines:

All color changes require prior ACC approval.

Painting a specific object to match its original color does not require prior approval.

All painted exterior surfaces must be maintained in good condition.

Submission Requirements:

- A completed Architectural Modification application.
- A photo of existing structure to be painted showing its original color.
- A paint sample of the proposed color change.

2.7 Fences

General Considerations & Guidelines:

All fences require prior approval by the ACC.

Maintenance - All fences must be maintained in good condition and straightened as required.

Location - Fences must not exceed the property line. No front yard fencing is permitted.

Construction - The unfinished side of the fence (showing the posts and other supporting members) shall face the interior of the lot on which the fence is erected.

Nonfunctional Fencing - Nonfunctional, partial fencing is considered on a case-by-case basis.

Submission Requirements:

- A completed Architectural Modification application.
- A copy of the existing site plan (plat) showing the house, existing patios and decks, existing fences, accessory structures, significant vegetation, property lines and easements and the location of the proposed fence.
- A drawing, photo, or brochure of the proposed fence design, including dimensions and material to be used.

2.8 Firewood

General Considerations & Guidelines:

Firewood shall be kept neatly stacked in the rear yard only.

Under no circumstances shall firewood be stored on the common areas.

Piles larger than two (2) cords require ACC approval.

Piles longer than six (6) feet should be two (2) rows deep at a minimum.

Piles should not exceed four (4) feet in height for safety reasons.

2.9 Flag Poles

General Considerations & Guidelines:

Temporary flag pole staffs, which do not exceed six (6) feet in length and are attached to the front wall or column of the dwelling do not require prior ACC approval.

All other flagpoles require prior ACC approval. - see "Exterior Decorative Objects" for guidelines.

2.10 Hot Tubs

General Considerations & Guidelines:

Hot tubs and spas require prior ACC approval.

All hot tubs and spas must conform to all applicable Town and/or County regulations.

Submission Requirements:

- A completed Architectural Modification application.
- A copy of the existing site plan (plat) showing the house, existing decks, patios, fences, and/or accessory structures, significant vegetation, property lines and easements and the location of the hot tub/spa.
- A photo or picture and plans of the proposed hot tub/spa.

2.11 Landscape & Ground Maintenance

General Considerations & Guidelines:

Note specific guidelines:

- 1) Each Homeowner is responsible for ensuring his/her home's lawn is mowed and properly maintained. **Lawn height shall not exceed six inches in height.**
- 2) ALL property must be maintained in good condition.
- 3) Trees and shrubs shall be planted so that they do not obstruct sight lines of vehicles.

a) **No approval is necessary for the following landscaping providing there is no adverse affect on the drainage:**

- 1) Annual flowers in original flowerbeds provided by the builder or previously approved flowerbeds.
- 2) Reverting previously landscaped areas back to grass.
- 3) Removal of dead or diseased plantings and trees.

b) **All other landscaping requires prior approval.**

Submission Requirements:

- A completed Architectural Modification application.
- A site plan (plat) at scale, showing the house and existing decks, patios, fences, and/or accessory structures, significant vegetation, property lines, easements and the proposed landscaping.
- Detailed description of proposed landscape materials, including size (current and at maturity).

* Regarding planter boxes attached to the house, please see section titled Exterior Decorative Objects.

2.12 Major Exterior Changes (Additions/Alterations)

General Considerations & Guidelines:

All major exterior changes require prior ACC approval.

Major exterior changes are those, which substantially alter an existing structure in size or appearance and include the addition or deletion of structures as well as decorative elements. Elements subject to the requirements of this section include, but are not limited to the following: driveways, garages, covered porches (screened or unscreened), roof extensions, covered entries, sub-grade entries, greenhouses (attached or detached from the main structure), fireplaces and chimneys, exterior stairs accessing the main entrance and any full enclosed additions.

Design

- The design of major exterior changes must be compatible with and complementary to the design of the existing structure to be altered in terms of the structures' original design, scale, massing, roof pitch, materials, windows, color, trim detail, etc.
- The "existing structure" for the purposes of this section is considered to be any existing improvement on a lot.
- Proposed additions, which adversely impact the use or value of adjacent properties, will not be approved.
- The ACC will consider the impact of a proposed addition on the view, day lighting, natural ventilation, grade and drainage of adjacent properties.

Permits - The homeowner is responsible for obtaining and keeping on record any permit(s) required. Submission of the permit(s) with the application for modification is required.

Construction - The quality of construction of any proposed addition must be at least equal to that of the existing structure in terms of materials, construction details, and finish.

Design Approval - Following design approval by the ACC, applicant must submit documents, which indicated the method and materials of construction.

Submission Requirements:

- A completed Architectural Modification application.
- A site plan (plat) at scale, showing the house and existing decks, patios, fences, and/or accessory structures, significant vegetation, property lines, easements and the proposed modification.
- Applications for additions as described above must include architectural design drawings (floor plans, elevations, roof plans, etc.), which fully delineate the proposed addition and it's relationship to the existing structure.
- The homeowner is responsible for obtaining any permit(s) required before beginning the proposed modification.

2.13 Patios

General Considerations & Guidelines:

A patio is defined as a structure less than 24 inches in height (from grade).

All patios must be maintained in good condition.

Changes in grade or drainage pattern must not adversely affect adjoining properties.

Submission Requirements:

- A completed Architectural Modification application.
- A copy of the existing site plan (plat) showing the house, any existing deck, fencing, and accessory structures, significant vegetation, property lines and the proposed location of the patio.
- A plan, to scale, showing the house and the proposed patio, including dimensions, materials, colors and any changes to grade.
- Detailed construction drawings of any railings, steps, benches and/or planters to be incorporated into the general design of the proposed patio.

2.14 Permanent Barbecue Grills

General Considerations & Guidelines:

Permanent barbecue grills require prior ACC approval.

Submission Requirements:

- A completed Architectural Modification application.
- A copy of the existing site plan (plat) showing the house, existing decks, patios, fences, and/or accessory structures, significant vegetation, property lines and easements and the location of the proposed barbecue grill.
- A photo or picture of the proposed barbecue grill.

2.15 Propane Fencing

Existing propane fencing is not to be altered or removed.

2.16 Recreational Equipment

General Considerations & Guidelines:

All equipment should be located in rear yards only.

Equipment may not be installed on common ground.

Recreational equipment includes, but is not limited to: swings, swing sets, slides, playhouses, play forts, and jungle gyms.

All play structures must conform to applicable safety regulations.

All Recreational Equipment must be maintained in good condition.

Recreational Equipment as described above does require prior ACC approval.

Basketball Hoops/Goals

Permanent – No permanently installed basketball hoops/goals are permitted.

Portable – Approval is required for the placement of basketball hoops and other sports equipment either (a) not behind a privacy fence or (b) behind a privacy fence at a height that exceeds the height of the privacy fence. Any requests to use such sports equipment in roadways will be denied.

Submission Requirements:

- A completed Architectural Modification application.
- A copy of the existing site plan (plat) showing the house, existing decks, patios, fences, and/or accessory structures, significant vegetation, property lines and easements and the location of the proposed recreational equipment.
- A photo or picture of the proposed recreational equipment.

2.17 Storage Sheds

All sheds require ACC approval.

Submission Requirements:

- A completed Architectural Modification application.
- A copy of the existing site plan (plat) showing the house, existing patio, deck, fencing, and accessory structures, significant vegetation, property lines and the proposed location of the shed.
- If pre-constructed, a catalogue photo or manufacturer's "cut sheets" of the shed, including dimensions, materials, and colors.
- If the storage shed is to be constructed, include a plan and elevation drawings, to scale, with dimensions, materials, and colors. If built against the rear wall of the house, also include this elevation showing the proposed shed.
- Where the use of fencing is proposed, include a drawing with dimensions, details and materials.

2.18 Storm Doors/Security Doors

General Considerations & Guidelines:

Storm Doors described below do not require prior ACC approval. All other types/styles require prior ACC approval.

All storm/security doors must be maintained in good condition.

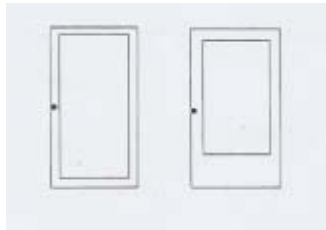
Construction - Front and side storm/security doors must be full view or modified full view with clear, uncolored glass. A modified full view storm /security door is defined as a full view door with a bottom "rail" no taller than 20 inches. Doors must be without ornamentation such as, but not limited to, scallops, scrolls, and imitation gate hinges.

Finish - Storm/security and screen doors must be painted the same color as the entry door behind them or to match the surrounding trim of the house. No plastic covering will be permitted on the outside of storm doors.

Submission Requirements:

(For doors that do not meet the above criteria)

- A completed Architectural Modification application.
- A photo or picture of the proposed storm/security door.



2.19 Storm Windows

General Considerations & Guidelines:

Storm Windows described below do not require prior ACC approval. All other types/styles require prior ACC approval.

All storm windows must be maintained in good condition.

Construction - Storm windows must be clear, uncolored glass. Windows must be without ornamentation such as, but not limited to, scallops, scrolls, and imitation gate hinges.

Finish - Storm windows must be painted white or to match the surrounding trim of the house. No plastic covering will be permitted on the outside of storm windows.

Submission Requirements:

(For windows that do not meet the above criteria)

- A completed Architectural Modification application.
- A photo or picture of the proposed storm windows.

3 Forms

In this section you will find the forms used to transact with the ACC:

- 1) Modification Request Form
 - a. From Homeowner to ACC
- 2) Response to Request Form /Appeal Form
 - a. Response to Request - From ACC to Homeowner
 - b. Appeal Section – From Homeowner to BOD
 - c. BOD Section – From BOD to ACC & Homeowner
- 3) Completion Notification Form
 - a. From Homeowner to ACC
 - b. Copy from ACC to Homeowner
- 4) Pending Form
- 5) Pending Form

3.1 MODIFICATION REQUEST FORM

APPLICATION GUIDELINES:

1. **The Purpose of the Architectural Control Committee:** In accordance with *Cortland Square HomeOwners Association Declaration of Covenants, Article VII Restrictive Covenants, Section 3*, the purpose of the Architectural Control Committee is to “regulate the external design, appearance and location of the Property and improvements on the property in such a manner so as to preserve and enhance values and to maintain a harmonious relationship among structures and the natural vegetation and topography.”

In accordance with *Section 4* of the same *Restrictive Covenants* “[t]he Architectural Control Committee shall have the right to enforce, by a proceeding at law or in equity, all covenants, standards, controls and restrictions as adopted by said Committee or imposed by this Declaration. Failure by the Committee to enforce any such covenant, standard, control or restriction shall not constitute a waiver of the right of the Committee to enforce such covenant, standard, control or restriction in the future.”
2. **What Does Not Need Approval from the Architectural Control Committee:** In accordance with *Section 6* of the same *Restrictive Covenants*, the following do not need prior approval:
 - a. repainting or restoring where there is no change in color; or
 - b. repairing where there is no change in the finish material used; or
 - c. alterations for which no prior approval is needed (i.e., interior changes to your home).
3. **What Does Need Approval from the Architectural Control Committee:** Changes to the exterior of your home, including but not limited to the installation of screen and storm doors, porches, patios, decks, fences, immovable lighting systems, ponds, hot tubs, children’s play sets (e.g., “jungle gym” and swing set), and flag poles.

Common garden items such as lawn ornaments, benches, movable bird baths and bird houses may be installed by the homeowner without a formal modification request, subject to approval of the Architectural Control Committee.
4. **Your Proposed Modification Must Include:** A completed Architectural Control Committee Modification Request Form, an illustration of the modification (sketches, pictures, or catalog illustrations/clippings are acceptable) and your plat plan with the modification indicated on it. Multiple projects (e.g., a deck and a fence) require separate applications.
5. **Submit Proposed Modification Request To:**
Architectural Control Committee
c/o Cortland Square HomeOwners’ Association
P.O. Box 125
Purcellville, VA 20134
6. **Architectural Control Committee Review/Approval Process:** In accordance with the procedure set forth in Section 3 of the *Cortland Square HomeOwners Association Covenant, Article VIII*, the Architectural Control Committee will:
 - a. Review, approve, modify or disapprove all written applications by homeowners for improvements or additions to the exterior of their homes within forty-five (45) days of receipt of the application.
 - b. All applications not acted upon within forty-five (45) days shall be forwarded to the Board of Directors for action within thirty (30) days of referral of the same.
7. **Appeal Process:** Submit in writing your appeal to the Board of Directors. The Board will mail a ballot to the community to vote on your proposal. 22 votes are required to overturn the ARC/ACC decision.
8. **Once Modification is Completed:** Notify the Architectural Control Committee within seven (7) days of completion of the approved project.

COURTLAND SQUARE HOMEOWNERS' ASSOCIATION
ARCHITECTURAL MODIFICATION REQUEST FORM

Owner(s): _____ Date: _____

Owner Address (if different): _____ Lot #: _____

Owner phone: Home: _____ Work: _____

Description of improvement* applying for: _____

Color(s): _____

Location(s): _____

Dimensions: _____

Construction materials: _____

Contractor: _____

** A scale drawing of all improvements, showing location and dimensions, must be submitted with this application and attached to the application when modification plan is not readily evident. If in doubt, include plans. Any questions about intended actions coincident with the proposed improvement may result in a delay of approval or disapproval.*

All owners of Property must sign below:

I/We are the current owners of the described property for which this application is made. I/We understand and agree to the restrictions contained in the *Courtland Square Declaration of Covenants*, specifically those obligations regarding the upkeep and good maintenance of exterior structures (see *sections 2 and 5 of the Restrictive Covenants*).

Date: _____ Signed: _____ Printed name: _____

Date: _____ Signed: _____ Printed name: _____

Architectural Control Committee use only

Date application received: _____ Received by: _____

Date approved: _____ Date disapproved: _____

Specific conditions of approval: _____

Committee Member Signatures: _____

3.2 RESPONSE TO REQUEST FORM/ APPEAL FORM

COURTLAND SQUARE HOMEOWNERS' ASSOCIATION ARCHITECTURAL MODIFICATION REQUEST FORM RESPONSE

To: _____ ADDRESS: _____ LOT #: _____

Thank you for submitting your request for modification form to the ARC/ACC. This letter is to inform you that your request has been:

- APPROVED
- DECLINED
- APPROVED WITH CONDITIONS

The following documents are required to process your request:

- ACC MODIFICATION REQUEST FORM
- ILLUSTRATION (sketch, picture, or catalog clippings are acceptable)
- PLAT PLAN (with modifications indicated on the plat)
- OTHER (as noted below)
- NO FURTHER DOCUMENTATION IS REQUIRED

REGARDING REQUEST FOR:
PROCESSED ON:

Please Note: Any approval or conditional approval does not mean that existing or future violations of applicable zoning, safety, or other laws, regulations, or ordinances are waived by or indemnified against by the HOA.

If your application is denied you may invoke the Appeal process by submitting a copy of this form, along with a copy of your original request, to the Board of Directors. (P.O. Box 125, Purcellville, VA 20134)

I request to invoke the appeal process and understand that it will require 26 votes from the community to overturn the ARC/ACC decision. The Board of Directors will advise me of this decision with in 45 days from the date the request for vote has been sent to the homeowners. The homeowners will have 15 business days to respond and send their vote back to the Board of Directors before the vote will be closed and a decision will be final.

DATE APPEALED: _____ SIGNATURE OF HOMEOWNER: _____

TO BE COMPLETED BY THE HOA BOARD OF DIRECTORS
(DATES TO BE INSERTED BELOW)

BOARD RECEIVED REQUEST FOR APPEAL: _____

SENT TO APPEAL TO COMMUNITY FOR VOTE: _____

FINAL DECISION IS CONVEYED TO APPLICANT: _____

The final decision of this request is:

- ARC/ACC decision stands
- ARC/ACC decision is overturned
- ARC/ACC decision is overturned with conditions as noted: _____

3.3 MODIFICATION COMPLETION NOTIFICATION FORM

COURTLAND SQUARE HOMEOWNERS' ASSOCIATION ARC/ACC

NOTIFICATION OF COMPLETED IMPROVEMENT/ MODIFICATION FORM

This form is designed to notify the Courtland Square Homeowners' Association ACC that you are finished with the improvement / modification noted below:

HOME OWNER: _____

ADDRESS: _____ **LOT #:** _____

REGARDING REQUEST FOR: _____

PROCESSED ON: _____

This form is to be submitted by the homeowner to the ACC with in 45 days of completion of an approved modification.

Upon the ACC's receipt of this form, the ACC will inspect the modification to verify compliance with the approved application. The homeowner will be sent a notice of compliance/non-compliance for record.

FOR ACC USE ONLY

- Improvement / Modification is compliant with approved application to the ACC
- Improvement / Modification is not compliant with approved application to the ACC
- Other

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Name of ACC Representative	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Copy Sent to Homeowner

____ INITIAL ____ DATE ____

COMPLETION NOTIFICATION FORM (REV 01/29/07)

3.4 PENDING FORM