

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. 26 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.

OWNER(S)		DATE	
ADDRESS		PHONE	
EMAIL		ALT PHONE	

Description of Improvement* applying for:

COLOR(S)		DIMENSIONS	
LOCATION(S)		CONSTRUCTION MATERIAL(S)	
CONTRACTOR		CONTRACTOR CONTACT INFO	

***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 the 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	SIGNATURE	
	PRINTED NAME	
DATE	SIGNATURE	
	PRINTED NAME	

ACC USE ONLY

APPLICATION RECEIVED BY		DATE
DATE	<input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED WITH CONDITIONS <input type="checkbox"/> DENIED	SIGNATURE
		PRINTED NAME
DATE	<input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED WITH CONDITIONS <input type="checkbox"/> DENIED	SIGNATURE
		PRINTED NAME
DATE	<input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED WITH CONDITIONS <input type="checkbox"/> DENIED	SIGNATURE
		PRINTED NAME