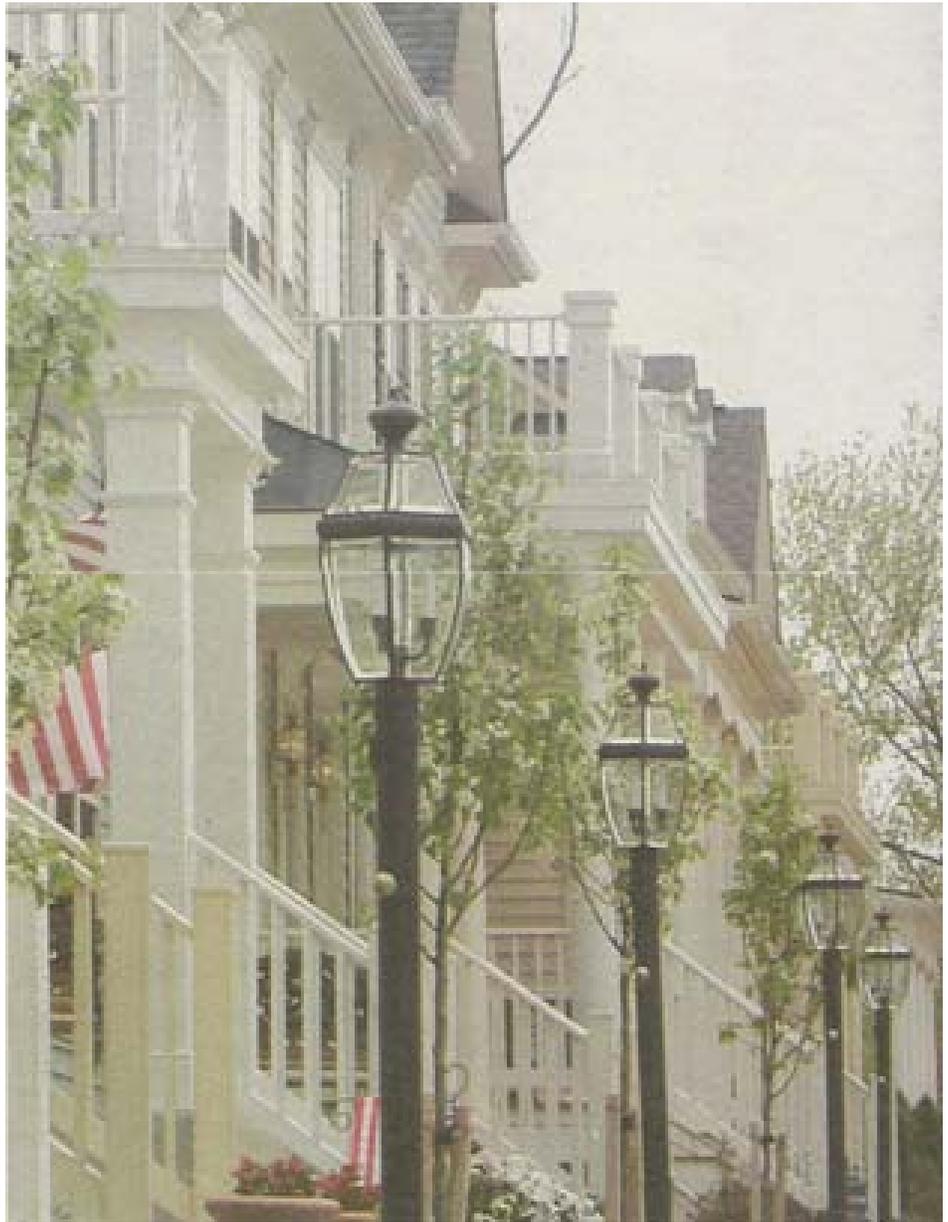


COURTLAND SQUARE HOA ARCHITECTURAL COMMITTEE GUIDELINES & REVIEW PROCESS



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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 and are 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 its 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 or 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 may 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 forty-five (45) shall be forwarded to the BOD for action within the 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 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 ACC 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. 2/3 of the community must agree, therefore 26 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.

Permits

All improvements must be in compliance with Governing Bodies building rules and regulations. The Homeowner is responsible to

1. obtain and keep a record of any permits required
2. provide copies of the Town and/or County Building Permits to the ACC prior to commencing an improvement.
3. provide Final Inspection Notice to the ACC

All ACC Approval is contingent upon Governing Bodies approval.

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 revision and will be mailed to the Homeowners'.

The BOD Approves the ACC's ability to update this document without further approval for the following items:

- 1) *Allow for grammar or punctuation edits*
- 2) *Allow for formatting changes*
- 3) *Allow for modifications which do not change the context or message, but clarify or aid in consistency and flow of the document*

Any other updates would require BOD review and acceptance at the time of the update.

General Considerations

Design

- The design of 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 review 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.

Per Article 7 Section 1 of Restrictive Covenants

- *No building shall be erected, altered, placed, or permitted to remain on any Lot other than one dwelling, garages and other structures constructed by the Declarant (Developer – Bruce Brownell) or a Participating Builder (Michael Harris Homes).*
 - No other buildings were built within this community so this means that no other buildings are permitted.

Maintenance

It is the Homeowners' responsibility to ensure that all improvements are maintained in good condition. This is provided for in the Restrictive Covenants Article 7 Section 2 and 5.

- Owners shall, at all times, maintain their property and all appurtenances thereto in good repair and in a state of neat appearance.
- The exterior of all structures shall be kept in good maintenance and repair.

The Board of Directors shall have the right to enforce this provision.

Design Guidelines of the Architectural Committee

1.3 Antennas/Satellite Dishes

General Considerations & Guidelines:

In accordance with FCC Regulations, Courtland Square Restrictive Covenants Art 7 Sec 9, and the Community Guidelines of FEB 2011:

No application is necessary if Antennas/Satellite Dishes follow the below guidelines:

- 1) are mounted in the back yard of the lot
- 2) are screened from the view of adjoining lots
- 3) meet the FCC requirements under the Telecommunications Act of 1996/2001.

Restrictive Covenants Article 7 Sec 9:

Exterior antennas, satellite dishes or other signal receiving devices for home video or audio reception shall be **permitted in the back yards of Lots** and **shall be screened from the view of adjoining Lots**.

Community Guidelines invoked by BOD FEB 2011

Exterior antennas, satellite dishes and other signal receiving devices for home video or audio reception are permitted as provided in the Restrictive Covenants. To the extent that technology and reception considerations make placement as contemplated in the Restrictive Covenants less than optimal, **the Owner may request approval from the Architectural Committee for a different placement**. It is highly recommended to ask for guidance should you fall outside of boundaries of the restrictive covenants when erecting these devices.

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 (3 feet) or less in diameter.

Although roof top 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 roof line.

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.

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

Submission Requirements:

(For dishes that do not meet the above criteria)

- A completed Architectural Modification application.
- A copy of the existing site plan (plat) showing the house, property lines and easements, and the location of the proposed dish placement.
- A photo or picture of the proposed dish and mounting materials

1.4 Arbors & Trellises

General Considerations & Guidelines:

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

- 1) If the Arbor or Trellis will convey with the property it requires application
- 2) If the Arbor or Trellis is part of a fence line or is mounted in concrete it requires 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.

1.5 Decks & Porches

General Considerations & Guidelines:

All decks and porches (to include screened in porches) require prior approval by the ACC.

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.

Materials

- All decks shall be constructed of pressure-treated wood or other rot resistant wood such as
 - Cedar
 - Redwood
 - Cypress
- Alternate materials, such as Trex and PVC, will be considered by the ACC on a case-by-case basis, but are not permitted for structural support components such as floor joists, solid blocking and beams.
 - Samples of alternate material(s) shall accompany the application
- Treating decks with a preservative may be required. Examples of such include painting the surfaces
 - white, or
 - the same color as the siding, or
 - applying a "clear-coat", or
 - applying a slightly pigmented preservative
 - alternate preservatives as suggested by the Homeowner will be considered on a case-by-case basis
 - If constructed of wood
 - All railings/balusters, railing shoes, stringers, rail caps, handrails and risers shall be painted
 - Railings/balusters and risers shall be painted white or to match the siding.
 - All stair treads and platforms shall be stained or painted
- All finishes should have a "matte" finish.
- Concrete or brick improvements are excluded from the requirement to be painted.

Screened or Covered Porches

- The design 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.

Restoring or Repairing

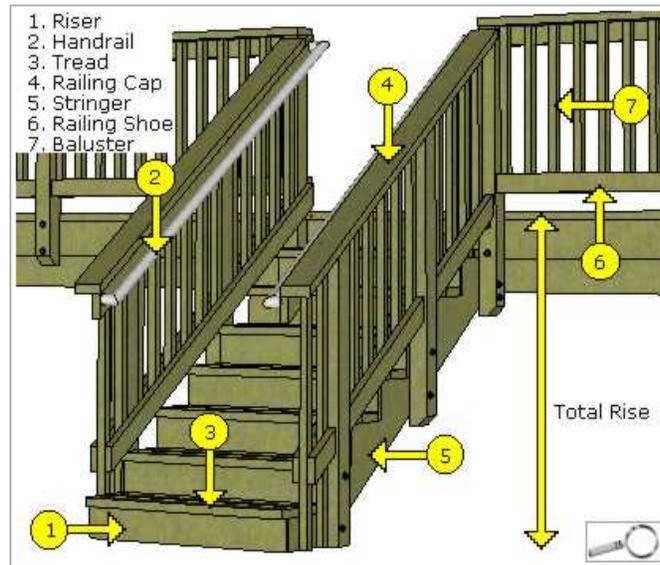
- When restoring or repairing if using the same materials, style, and color, no application is necessary.
- If changing material type, design, and/or color an application is necessary.

Back Door Staircases

- When restoring or repairing with the same or like materials no application is necessary
- When changing the materials, design, and /or colors an application is necessary

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.
- Samples of alternate materials (if your application requests the use of alternate materials)
- Proof of Permit & Final Inspection Notices (when received)



2.4 Exterior Decorative Objects

General Considerations & Guidelines:

Temporary exterior decorative objects such as:

- birdhouses
- flowerpots
- fountains
- solar lighting
- hanging baskets
- flower baskets
- benches
- stepping stones

that will not convey with the property do not require an ACC application.

Holiday decorations are exempt from application.

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 Electronic Insect Traps

General Considerations & Guidelines:

All portable insect traps are to be stored out of site when not in use and may not be left unattended.

Submission Requirements:

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

2.6 Exterior Lighting

General Considerations & Guidelines:

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

Solar lighting which will not convey with the property falls under section 2.4 Exterior Decorative Objects.

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

*The following is 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 detailing the location of the proposed lighting.

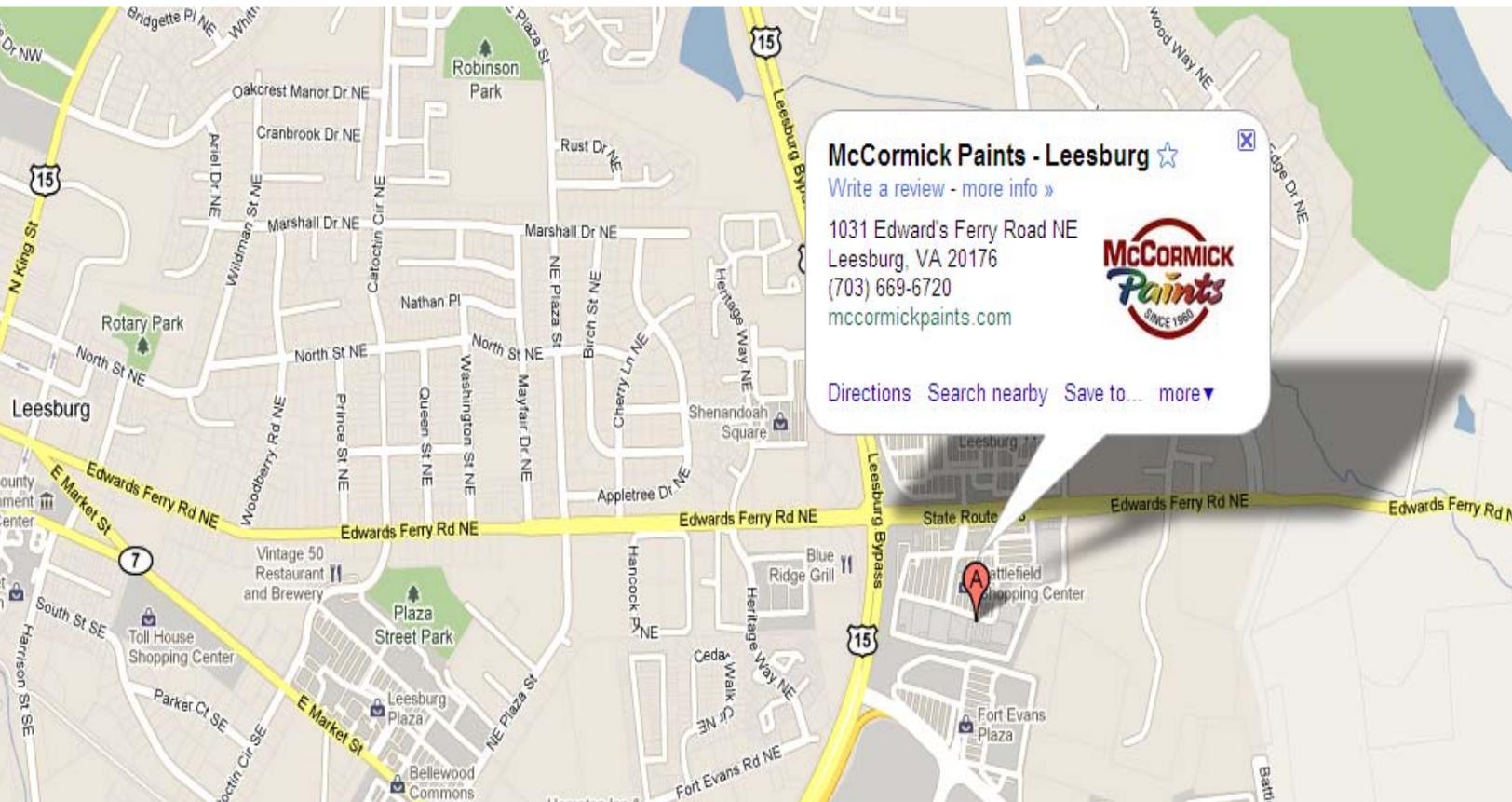
2.7 Exterior Painting

General Considerations & Guidelines:

- Painting to match original color does not require prior approval.
- All color changes require prior ACC approval.

The McCormick Paint Store in Leesburg has a list of the original builder colors that were used for this community. The store will need to know that you are from Courland Square / a Michael Harris Community:

McCormick Paints Store
1031 Edward's Ferry Road NE
Leesburg, VA 20176
703-669-6720



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.

2.8 Fences

General Considerations & Guidelines:

All fences require prior approval by the ACC.

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

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

Materials - All fences erected of wood shall be constructed only of pressure-treated or other rot resistant wood such as cedar, redwood, or cypress. Fences are required to match the siding or be white. Any variance to color, such as treating fences with a "clear-coat" or slightly pigmented preservative will be considered on a case-by-case basis.

Chain link or other galvanized metal wire fencing will not be permitted.

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.
- Proof of Permit & Final Inspection Notices (when received)

2.9 Firewood

General Considerations & Guidelines:

Firewood shall

- 1) be kept neatly stacked in the rear yard only
- 2) must be obstructed from view

Under no circumstances shall firewood be stored

- 1) on the common areas
- 2) on front or rear decking

Piles larger than one (1) cord* requires ACC approval.

Piles longer than four (4) feet should be two (2) rows deep at a minimum.

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

**A cord is a stack of wood 8 feet long by 4 feet tall.*

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/enclosure design, including dimensions and material to be used.

2.10 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 flag poles require prior ACC approval. - see "Exterior Decorative Objects" for guidelines.

***For US and State Flags proper flag discipline/etiquette must be observed. Please see the 'Standards of Respect' for further etiquette guidance: <http://www.usflag.org/flagetiquette.html>*

Submission Requirements:

(For flags that do not meet the above criteria)

- A completed Architectural Modification application.
- A copy of the existing site plan (plat) showing the house, property lines and easements, and the location of the proposed flagpole placement.
- A photo or picture of the proposed flagpole and mounting materials

2.11 Hot Tubs

General Considerations & Guidelines:

Hot tubs and spas require prior ACC approval.

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

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.
- A photo or picture and plans of the proposed hot tub/spa

2.12 Landscape & Grounds

General Considerations & Guidelines:

By the very nature of this community we all live very close to one another. In fact it is what makes our homes unique and irrefutably cozy. All the while we must admit that any alteration to the landscape affects each Homeowner. With that consideration, the following standards have been developed.

Does not require Application

- 1) When replacing any tree, shrub, or grass with the same (like for like) no application is necessary
- 2) When replacing any tree or shrub with the following similarities
 - a. Same
 - i. Species
 - ii. Growth habit
 - iii. Coloring
 - iv. Style
- 3) Planting flowers or bulbs in an already established/approved mulched bed for example:
 - a. under trees put in by the builder
 - b. in the builder created beds
 - c. beds which you have prior approval for
- 4) Removal of dead or diseased plantings or trees
- 5) Plastic or metal borders which are buried and not generally visible

Requires Application

- 1) Any new beds
 - a. That is to say, any area that was not initially mulched out by the builder/developer that you wish to plant in
- 2) New Trees
- 3) New Bushes
- 4) Rain Barrels
- 5) Brick or Stone borders which enhance the landscape
- 6) Stone pavers (other than builder installed) which will convey with the property
- 7) Anything else not expressly annotated

PLEASE NOTE:

- 1) *Trees and shrubs shall be planted so that they do not obstruct the sight lines of vehicles, and this will be considered when reviewing your application.*
- 2) *There should be no adverse affect on drainage when your improvement is complete so take account of that when planning your design.*
- 3) *Gutter extensions/Drainage tubes are required to be obscured and should not be visible.*

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 stepping stones and planter boxes which are attached to the house, please see Section 2.4: Exterior Decorative Objects.*

2.13 Patios

General Considerations & Guidelines:

All patios require prior approval by the ACC.

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

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.
- The Homeowner is responsible for obtaining any permit(s) required before beginning the proposed modification and copies must be submitted to the ACC with the Modification Completion Notification form.

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.
- The Homeowner is responsible for obtaining any permit(s) required before beginning the proposed modification and copies must be submitted to the ACC with the Modification Completion Notification form.

2.15 Propane Fencing

General Considerations & Guidelines:

Existing propane fencing is not to be removed.

Any changes require application.

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 and easements and the proposed modification.
- A photo or picture and plans of the proposed change.
- The Homeowner is responsible for obtaining any permit(s) required before beginning the proposed modification and copies must be submitted to the ACC with the Modification Completion Notification form.

2.16 Permanent Recreational Equipment

General Considerations & Guidelines:

All permanently installed recreational equipment requires prior approval by the ACC.

All permanently installed recreational equipment includes, but is not limited to:

- swings
- swing sets
- slides
- playhouses
- play forts
- jungle gyms
- basket ball hoop rings and backboards
- goals
- trampolines

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 recreational equipment.
- A photo or picture of the proposed recreational equipment.
- The Homeowner is responsible for obtaining any permit(s) required before beginning the proposed modification and copies must be submitted to the ACC with the Modification Completion Notification form.

2.17 Storage Sheds

General Considerations & Guidelines:

Storage Sheds are not permitted.

Per Article 7 Section 1 of Restrictive Covenants

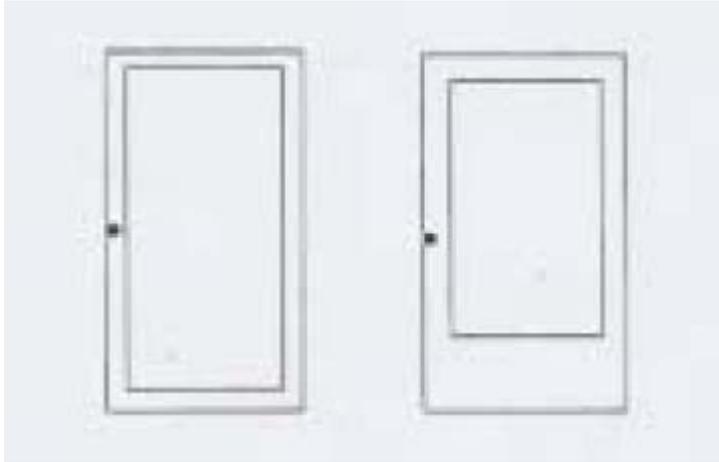
No building shall be erected, altered, placed, or permitted to remain on any Lot other than one dwelling, garages and other structures constructed by the Declarant (Developer – Bruce Brownell) or a Participating Builder (Michael Harris Homes).

No other buildings were built within this community so this means that no other buildings are permitted.

2.18 Storm Doors/Security Doors

General Considerations & Guidelines:

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



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 white or 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.
- Specify the proposed placement location.

2.19 Storm Windows

General Considerations & Guidelines:

Storm Windows described below do not require prior ACC approval.

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.
- Specify the proposed placement location.

3 Forms

Forms used to transact with the ACC can be found at www.CourtlandSquare.org .

Please always reference the forms online to ensure the most recent form is used.

Completing and submitting the Modification Request Form will start the process with the ACC.