

Charlestown 2012 Paint Cycle Overview

To: **Buildings 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 69, 70, 72, 73**

Enclosed are several forms and information sheets. Those sheets marked **REFERENCE** are for your information and may be kept. Those sheets marked **RETURN** should be completely filled out and returned to the COA office by the due date. The following materials are enclosed:

- Paint Cycle Intro Letter and Renovate Right - Removal of Lead based paint (Reference)
- Paint Cycle Overview (Reference)
- Painting Phases (Reference)
- Repairs, Replacements and Painting of Sheds and Gates (Reference)
- Suggestions for Color Combinations (Reference)
- Charlestown Paint Palette (Reference)
- Painting Agreement and Selection Form (double-sided) (**Return**)
- Homeowner Prep Checklist (**Return** copy and Reference copy)

There have been several changes to the approved COA colors since your home was last painted. Your unit may have paint colors that are no longer available. In order to avoid mistakes in choosing your colors, please come to the COA office to view samples of the current paint selections. The office is open M-F, 9am to 1pm. During off hours, samples are displayed on the COA announcement board located outside the site office on HH Drive, off of Lakinhurst Blvd.

If you would like assistance in selecting colors and filling out the forms - the COA will have volunteers available to help you with color selection at the Lakinhurst site office from on:

Saturday March 3rd, 10am - 1pm and Saturday, March 17th 10am - 1pm

Once you've made your selection, sign and return the enclosed Painting Agreement and Selection Form (please fill out **both sides**) and the Homeowner Prep Checklist.

RETURN YOUR FORMS BY March 26th

- The COA cannot change the color selections received after the due date.
- If the COA does not receive a completed selection form by the due date, the COA will select and order paint colors for the home.
- Return, mail, email or fax all forms to the COA office at:

8533 Lakinhurst Lane, Springfield VA 22152

Fax: 703-569-6109

Email: coa@cardinalmanagementgroup.com

Phone: 703-569-1959