

Charlestown 2010 Paint Cycle

REFERENCE

To: **Buildings 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52**

Your home will be painted by Ploutis Painting and Contracting as part of this year's paint cycle. The paint cycle will begin on April 15 and is scheduled to be completed by August. As always, adjustment to the schedule will have to be made in case of inclement weather.

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 (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**)

Please consider your selection carefully. We have several different colors of brick in our community, so you will want to take your brick color into consideration when making your choice. We suggest you take a walk around the community to get an idea of brick and paint combinations that you find appealing. 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 22

- 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, it will select and order paint colors for the home.

If you are considering replacement doors or windows, now is the time to make your decisions and request ACC approval, so that you can make the appropriate paint selections by the due date.

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 – February 27 - 10am to 1pm
Saturday – March 13 – 10am to 1pm

Return, mail, email or fax all forms to the COA office at:

Charlestown Owners Association, 8533 Lakinhurst Lane, Springfield VA 22152.

Fax: 703-569-6109

Email: 703-569-1959