

**CHARLESTOWN OWNERS ASSOCIATION, INC.**

**Section IV – Rules & Regulations Governing Owner Conduct/Use of Lots**

**Policy Resolution 2004-03**

**(Policy Establishing Architectural Application Review and Appeal Procedures)**

**WHEREAS**, Article X, Section 1 of the By-Laws of Charlestown Owners Association, Inc. (“Association”) charges the Board of Directors (“Board”) with the powers and duties required for the administration of the Association; and,

**WHEREAS**, Article VII of the Association’s Declaration provides for the formation of Architectural Review Committee; and,

**WHEREAS**, Articles XXII and XXIII of the Bylaws set forth the covenants, use restrictions, maintenance responsibilities, architectural guidelines and application requirements (for exterior alterations and landscaping in the common areas) that govern the Association and grants the Board with the power to enforce such restrictions by the promulgation of reasonable rules and regulations; and,

**WHEREAS**, the Board of Directors desires to create a set of procedures governing the review of applications for approval of exterior alterations and landscaping in the common areas;

**NOW THEREFORE BE IT RESOLVED THAT** all applications submitted to the Board, Architectural Committee or professional management shall be reviewed according to the following guidelines:

1. Paragraph I, Part IV, Article XXIII of the By-Laws require that owners obtain the approval of the COA Architectural Committee prior to commencing work on any exterior alteration or landscaping in the common area. Requirements for the application are also outlined in this paragraph of the By-Laws.
2. All requests for exterior alterations or landscaping the common area must include a completed Application for Architectural Change Form (“Application”) and must be mailed or delivered to the Association c/o Cardinal Management Group, Inc., 8533 Lakinhurst Lane, Springfield, Virginia 22152, or such other address as is published. All Applications will be stamped with the date that they are received by the Association’s Managing Agent. The application is available from our managing agent and the Association’s Website.
3. The Association’s managing agent will initially review an Application for completeness.
  - a. Note that routine applications will be approved by the managing agent without Architectural Committee review (e.g., attic fan, window air conditioners, installation of a satellite dish in preferred location, etc.).
  - b. Applications approved by the managing agent will be provided to the Architectural Committee at their monthly Committee meetings for their information.

- c. Completed applications that require Architectural Committee review and approval will be provided to the Architectural Committee at its next monthly meeting. The Chair of the Architectural Committee will be provided a copy of the request within ten (10) business days of receipt.
  - d. The review process will begin at the next monthly Committee meeting. The managing agent will also acknowledge receipt to the applicant with a note or email to the owner.
4. Certain modifications will require homeowners to sign maintenance agreements (e.g. attic fans, satellite dishes, window air conditioners, patio awnings, patio arbors, patio roofs, trees in common area etc.)
  5. If the Association determines that the application is not complete, the application will be disapproved and returned for resubmission with all required information.
  6. The written decision of the Architectural Committee or the Board of Directors will be mailed or hand-delivered to the Applicant's address of record.
  7. The owner may appeal the Architectural Committee's decision to the full Board. The Applicant must submit a written appeal within thirty (30) days of the date of the formal written notification of the Architectural Committee's disapproval. Appeals must be mailed or delivered to the Association c/o Cardinal Management Group, Inc., 8533 Lakinhurst Lane, Springfield, Virginia 22152, or such other address as it published to the membership from time to time.
  8. Owners are cautioned not to begin work on their proposed project without prior approval.

The effective date of this resolution shall be April 30, 2004.

This Resolution was approved and adopted by the Board on March 16, 2004.