

Cherington Condominium
Architectural Control Committee
Standards & Guidelines

(ACC S&Gs)

Board of Directors & ACC
4-15-2022

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Introduction - *Bylaws – Article V, Sections 17-22*

The Architectural Control Committee (“ACC”), appointed by the Board of Directors (“Board”), established these *ACC Standards and Guidelines* (“S&Gs”) in accordance with the Association’s Governing Documents. These S&Gs were recommended by the ACC to the Board for subsequent Board approval in compliance with Section 11-111 of the Maryland Condominium Act (“Act”).

The S&Gs were developed to ensure that Cherington is, and will continue to be, an attractive and desirable community in which to live. The S&Gs are intended to protect property to create a cohesive-looking community and strike a balance between maintaining the original character of the community and giving Unit Owners the ability to make appropriate exterior changes and improvements to their Units. Accordingly, these S&Gs aim to provide certain guidance as to the architectural control approval procedures for all modifications, additions, alterations, or improvements pursuant to Article V, Section 17-22 of the Association’s Bylaws, and to establish certain additional criteria for proper maintenance of Townhouse Units specifically.

The *ACC Standards & Guidelines* is a living document and is updated periodically. Compliance with the S&Gs is required by all Unit Owners and residents. It is the ACC and Board’s collective responsibility to ensure the S&Gs are complied with.

All Unit Owners, both Garden Unit Owners and Townhouse Unit Owners are responsible for the maintenance and repair of their individual Units, consistent with Article V, Section 13 of the Association’s Bylaws. Any damage to community common property or landscaping related to an owner’s home project, must be remediated at the homeowner’s expense. Unless stated otherwise in these S&Gs, all exterior upkeep, modifications and maintenance obligations discussed herein apply primarily to Townhouse Units Owners. Exterior maintenance for Townhouse Units includes exterior painting, repair, replacement, and landscaping within the boundaries of a Townhouse Unit.

Unit Owners and residents alike must consult and follow the application process before any work is started or modifications are made to the exterior portions of a Unit. If you are uncertain as to whether approval is required, submit an ACC application to ensure it is acceptable to proceed. (Please see sections entitled *Process for ACC Application Submission and Notification* and *Violations, Enforcement and Reinspection* for additional details.)

Process for ACC Submission and Decision Notification (see attached application)

The following steps describe the submission process for applying for ACC approval for a homeowner project. A copy of the ACC application is attached to this document, and it is available from the Property Management Agent.

1. Applicant completes the ACC Application and sends it to the Property Management Agent (herein referred to as Management Agent) via email or USPS. Applications must be filled out completely and include:
 - a. Full description of work to be performed, materials to be used, specific style and/or color and any other identifying information as appropriate.

- b. If applicable, drawings or photos illustrating the proposed work should be attached. Engineering or architectural drawings may be required depending on the type of exterior change requested.
 - c. If applicable, a lot plat and/or survey of property lines should be attached, with the proposed changes drawn in to give an accurate understanding of location (please visit the <http://www.plats.net/pages/index.aspx> to locate lot plats for your property).
2. It is the Owner's responsibility to obtain a report from Miss Utility prior to any digging on the property and/or all required Montgomery County permits.
 - a. Miss Utility: <http://www.missutility.net/maryland/>
 - b. County Code for permits: <https://www.montgomerycountymd.gov/dps/>
3. Management Agent shall review the application for completeness. If complete, the application is sent to the AC Chair (Chair) for review. If incomplete, it is sent back to the owner for revision. An application will not be deemed complete and/or accepted unless it has all the required information. Once the Management Agent receives the revised application, it is again reviewed and, if complete, it is forwarded to the ACC chair for review.
4. The ACC Chair shall accept the application if he/she agrees that it is complete. The Chair sends it to the committee members for review and requests the Management Agent to send the application out to the community for a 48-hour notice period (the owner's name is redacted). The community can comment but cannot vote. The ACC shall make every effort to decide on an application in a reasonable period of time. According to the Bylaws, the final decision on an application must be made within 45 days from the ACC's acknowledgement of receipt of a completed application. If the ACC has difficulty deciding on an application, the ACC Chair may request Board guidance but the ultimate decision rests with the ACC in this situation.
5. The ACC members shall vote on the application. A majority vote of the ACC determines if the application is approved, approved with conditions, or not approved.
6. Once a decision is made, the ACC and/or the Board, shall inform the Management Agent of the decision; the Management Agent shall notify the Unit Owner in writing. Any Owner Unit may contact the Management Agent to inquire about the status of any application.
7. Approved work must begin within 6 months of application approval and be completed within 12 months of the date the work commenced. If the approved work has not begun within 6 months of the approval, the approval is no longer valid, and a new application is required. Variances to this timeline may be granted by the ACC or Board on a case-by-case basis.
8. The decision of the ACC shall be final, except in the case of a Unit Owner that is aggrieved by any action or forbearance from action by the ACC, he/she shall have the right to appeal the ACC's decision to the Board within 15 days of a decision. Upon request, such Unit Owner shall be entitled to a hearing before the Board. Aggrieved Unit Owners are encouraged to reach out to the Management Agent for more information on this process.
9. Should the Board decide that an ACC decision, approved or not approved, doesn't meet the criteria in the S&Gs, or is not compatible with the covenants, conditions, or restrictions of the Association's Governing Documents, it may overturn the ACC's decision.
10. Unit Owners are responsible for retaining for their records, copies of all ACC correspondence regarding a requested modification or improvement, including a copy of the final ACC decision.

Violations, Enforcement and Reinspection

Unit Owners and residents alike must comply with these S&Gs and the Association's Governing Documents. Projects that commence without the requisite ACC approval or are not consistent with the terms and conditions of ACC approval are in violation. When an S&G violation is identified, the enforcement process is as follows and consistent with Section 11-113 of the Act:

1. **Initial Notice Letter** – An initial notice letter may be sent by the Management Agent to the Unit Owner(s) identifying the violation(s) that needs to be addressed and a timeline for resolving the issue(s). The Unit Owner is required to abate the violation within the timeline, or the Unit Owner may respond to the Association within 30 days of the date of the *Initial Notice Letter* or the timeline set forth in the said notice, whichever is less, with a written detailed remediation plan and timeline. The submitted remediation plan and timeline must be approved by the ACC. If the ACC denies the remediation plan and timeline, the Unit Owner must then remedy the violation by the date set forth in the denial notice from the ACC.

2. **Corrective Action Notice** - If a Unit Owner fails to respond as required within the time prescribed, and/or timely corrects the issue, the ACC and Board may authorize the Management Agent (or the Association's legal counsel) to send to the Unit Owner a *Cease-and-Desist Notice*. The *Cease and Desist Notice* shall set forth (1) the alleged violation; (2) the action required to abate the violation; and (3) a time period during which the violation may be abated without further sanction, or a statement that any further violation of the same rule may result in the imposition of sanction after notice and hearing (if the violation is not continuing). If the violation is not corrected within the time frame, the Board of Directors may schedule a hearing.

3. **Hearing before the Board** – The *Notice of Hearing* shall be sent to the Unit Owner at least 10 days in advance of the hearing date. The *Notice of Hearing* shall state (1) the nature of the alleged violation, (2) the time and place of the hearing, (3) a request to attend the hearing and produce any statement, evidence, and witnesses, and (4) the proposed sanction to be imposed. A hearing gives a Unit Owner an opportunity to bring his/her case before the Board. The Board may find in favor of the Unit Owner, negotiate with the Unit Owner to remedy the issue, and/or decide to uphold the *Corrective Action Letter* and assess a fine against the Unit Owner, or impose any other sanction permitted under the Association's Governing Documents and by law.

4. **Monetary fines** – Fines imposed following notice and a hearing can range from \$25-\$1,000, based on the circumstances of the cited violation and are determined by the Board. Monetary fines imposed are assessed against the Unit and enforceable against the Unit Owner in the same manner and collection as all other assessments and costs, even if the violation is a result of another resident/occupant of the Unit.

After the Board hearing, the Unit Owner has the right to appeal the Board's decision to the Montgomery County Commission on Common Ownership Communities (CCOC) and/or the state courts of Maryland.

5. Other Remedies/Enforcement Actions - In the event of violation is not corrected by the Unit Owner, the Board also reserves the right to:

- Correct the violation and assess the Unit Owner for the cost of such action.
- Proceed with lien action, consistent with the Maryland Contract Lien Act, for all unpaid fines.
- List any uncorrected issues/violations in the "Certificate of Resale" document sent to the real estate agent(s), buyer(s), and seller(s) when a Unit is being sold.
- File a court action for injunctive relief and damages against the violating Unit Owner, and seek all costs and fees related to enforcement of the violation.
- Take any and all other actions permitted by the Association's Governing Documents.

6. The ACC or Management Agent will follow-up with the homeowner and a reinspection to ensure the violation is corrected.

Using the Standards and Guidelines

If you are uncertain as to whether your change requires an ACC application, it's advisable to submit an application. Owners should apply well in advance before a desired change start date. The ACC will make every effort to review and respond to applications in a timely manner once the application is determined by the Management Agent to be complete.

Alterations- Alterations to an existing building or Owner's property shall be compatible with the design of the original building and surrounding common grounds. The ACC shall have the discretion to determine whether the proposed alteration fits with the design and character of the community.

Undertaking any architectural change not approved by the ACC is subject to penalty and remediation, e.g., returning the property to an acceptable standard as determined by the ACC.

Some types of alterations, additions, and changes are specifically prohibited and are noted in the S&Gs. Examples include alterations and/or additions that penetrate or open an exterior wall and building on to the home or deck any kind of permanent structure.

The ACC is empowered by the Board to regulate the exterior appearance of an Owner's property. No Owner can affect any change to the common grounds, which is anything outside of the Owner's property line as defined by the property plat.

Emergency Repairs - (See the Declaration of Condominium, Article 5, Section 11 – "Reconstruction after a fire or other casualty"). Any temporary emergency repairs due to an act of nature, such as water penetration or other type of critical damage to doors, windows, roofs, shutters, etc., do not require ACC approval. Once the temporary fix is made, an ACC application must be submitted for the permanent repair. The ACC requests that it be notified of the completion of any emergency repairs after the repair work is complete.

Notification of Neighbors – As a courtesy, please advise your immediate neighbors ahead of time when work is scheduled to begin on your property.

Work hours – Permissible work hours are 7AM-8PM on weekdays and 9AM-8PM on Holidays and weekends. This timeframe is consistent with Montgomery County regulations.

Clean Up – Hired contractors or homeowners implementing a project must clean up their work debris at the end of each day. No trash or debris resulting from the project can be disposed of in the Garden Unit dumpster.

Detailed Standards and Guidelines

Barbeque Equipment

1. All barbeque equipment must meet local building and fire codes, and any other applicable safety codes.
2. No grills of any type are allowed on Garden-Style Unit balconies, as per Montgomery County code.

Decks, Privacy Screens, Fences & Patios - *Noted in Bylaws – Article V, Section 14 (o).*

Additions or modifications to a deck, fence, or patio requires ACC approval.

A deck built off the back of the home must fit fully within the unit's plat dimensions. A deck that requires a re-build must follow this requirement.

Prior to building a new deck, homeowners must file deck plans and specifications of a design with Montgomery County Department of Permitting Services (DPS). After construction the homeowner must schedule an inspection (Electronic application can be found at <https://www.montgomerycountymd.gov/DPS>).

1. DECKS: Decking materials and components must meet County Code

- a. Decking material must be constructed of exterior grade solid wood or engineered wood composite such as Trex. All structural members to support decks shall be of exterior grade solid wood beams, joists, headers, and posts. Posts shall be anchored to footings with non-corrosive metal anchors to ensure that the bottom surface of the post is not exposed to water which prevents rotting.
 - b. All integral deck components must be one color (stair treads, stair risers, rails, supporting posts, deck flooring, rim joists, privacy screens). Approved deck stain colors are the medium tone brown family. Deck stain and fence stain must match.
 - c. Railings: Railing must consist of wood or wood-like vertical flat slat or stay design.
2. **PRIVACY SCREENS:** Lattice or lattice-like partitions (not a solid wall) are allowed on top of an outside deck railing or attached to the inside of the railing. The combined height of the rail with the privacy screen cannot exceed a height of 7 feet from the deck floor, placed on the sides of the deck between townhomes. Lattice must be wood or wood-like and be stained the same color as the deck.
 3. **DECK AWNING:** Awnings attached to the home are not permitted. Freestanding sun umbrellas are permitted. (See *External Structures*).
 4. **FENCES:** All fences must be constructed of exterior grade solid wood or engineered wood composite such as Trex. The fence must be 6' in height, consistent in height all around and be a board-on-board style. Fencing must be set within or on the plat border. The fence must be stained to match the deck.

5. **PATIOS:** Acceptable patio materials are concrete, stamped concrete, brick, permeable pavers, or River Jack stones. Patios must be set within or on the plat border.

Decorations: Seasonal & Garden

1. Permanent front property area garden decorations, planters, statues, or flags are not permitted.
2. Exterior seasonal decorations or signs, up to 14 inches in height, can be displayed temporarily but must be removed after a holiday or event and cannot be posted longer than 30 days.
3. Christmas trees must be disposed of according to [Montgomery County regulations](#); disposal in common areas is not permitted; storage on decks or patios is not permitted.
4. Garden plant hooks, holders like a Shepherd's Hook, railing boxes or stoop and step planters are permitted in the front of the home, when supporting hanging/potted living plants or flowers during the growing season (spring – early fall season). They must be put away, out of sight, late fall through winter.
5. Wind chimes are not permitted.
6. Bird feeders with loose bird seed are not permitted; feeders containing liquid, e.g., hummingbird feeders, are permitted on the back deck or patio.
7. With ACC approval, it is permitted to hang a United States flag on a flagpole from a wall bracket attached next to the front door (the pole can be up to 6 feet in length). Proper U.S. Flag protocol must be observed.
8. Decorations in the common areas are not permitted.

Doors, Door Hardware & Security Options, Shutters

1. **DOORS:** Replacement entrance doors must match the existing 6-paneled pattern and must be wood-clad or wood-like. Door replacement requires an ACC application.
2. Garage doors must match existing panels and section style and must also match the trim color. Garage door replacement requires an ACC application.
3. The original deck and lower-level doors have a specific integral muntin pattern (divided pane sections); replacement doors must match the original style. Screens are permitted on exterior doors leading to the deck and lower level. Storm doors and screen doors are not permitted on the front/side entry door.
4. Exterior doors and shutters must be of the same color. For color specifications please see the "Exterior Home Colors" section.



Panel Front door - door with black hardware and door with brass hardware



Deck/back door

Panel Garage Door

5. **EXTERIOR DOOR HARDWARE & SECURITY OPTIONS:** All the door hardware (door knocker, door handle, deadbolt, lock, peep hole and kickplate) must match in metallic finish and be either black, dark bronze, or polished brass.

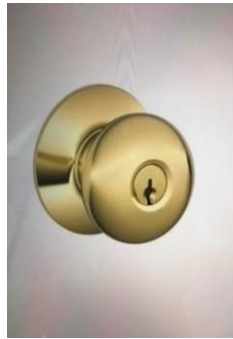
- Lever-type handle (the original style), knob-type (round) and lever handset- (vertical lever) door openers are acceptable.
- Traditional door knocker style 5 inches in height is the standard (see photo).
- Kickplates are required.



Handset Style



Lever Style



Round Style



Traditional style door knocker

6. Camera doorbells and/or Keypad door locks are acceptable. Depending on where installed, it must match the door color, trim color and/or metallic hardware finish.
7. Residential home security camera units, both with or without lights, are acceptable. If the unit includes lights, only a camera with an attached/connected motion sensor light (all one unit) is permitted on the front of homes. (NOTE: Separate flood lights are not allowed.)
- a. Lights on the camera unit must be set to control light projection and only activate on approach to the home – the unit lights must not be triggered by passing vehicles or pedestrian traffic on the street or sidewalk.
 - b. The camera must be no more than 6 inches X 7 inches, if the unit includes lights, no more than a 12" wide light bar. The unit, either black or white, must be mounted discretely on the home to blend in with the surrounding structures and not block the home address numbers.

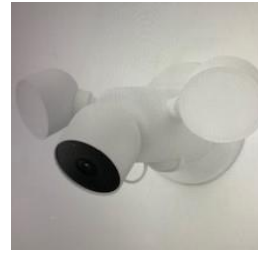
Examples of security camera units.



Amcrest (camera only)



Ring (with lights)



Nest (with lights)

8. **SHUTTERS:** Replacement shutters must match the existing style and be painted to match the front door color. If you change the color of your front door to another of the approved colors, you must also paint the shutters to match the new door color. (See Exterior Home Colors section.)

Driveways

1. Driveways may be replaced only with standard concrete. Colored or stamped concrete or pavers are not permitted.
2. Owners must replace or repair their driveway if it is cracking, splitting, sinking, affected by tree root uplift, or if 40% cumulative of the driveway contains exposed aggregate or spalling. Exposed aggregate means that you can see the small stone pieces in the concrete; spalling means that the top layer of the concrete is flaking off in pieces or as dust.

Exterior Home Colors

1. Front door color must match the original traditional color palette of the community in a color that is listed below. If the home has shutters, they must match the front door color. The ACC recommends use of semi-gloss, Ultraviolet (UV) and algae resistant paint. Color examples are available from the Management Agent. You may use a different paint manufacturer, but the resulting paint color must match the listed color.

FRONT DOOR & SHUTTER COLORS:

- Green: Benjamin Moore Sweet Basil HC #455
- Black: Benjamin Moore Jet Black #2120-10
- Burgundy Red: Benjamin Moore Raisin Torte #2083-10
- Medium Grey-Blue: Benjamin Moore Alfresco #1672
- Dark Blue: Benjamin Moore Newburyport Blue #HC-155

2. **EXTERIOR TRIM COLOR:** The approved exterior trim color is a cream tone.

- Benjamin Moore, PALACE WHITE, OC-100 in soft-gloss (semi-gloss) finish OR
- McCormick/Alcoa CAMEO, #27500 in State House luster (semi-gloss) finish

You may use a different paint manufacturer, but the resulting paint must match the listed color. Pre-painted replacement garage doors, gutters, and downspouts must match as closely as possible to the designated cream trim color. If these items are being repainted, the cream trim color noted previously must be used and the paint be UV light and algae resistant. For concrete step color stain, see **Steps & Railing System** section.

External Structures - Noted in Bylaws – Article V, Section 14 (d), and Section 17

No modifications to the external physical structure of the property are permitted; extensions, buildouts, or additions are not permitted. If an Owner wishes to make a new exterior wall penetration that does not currently exist (i.e., a new fireplace or dryer vent), or an alteration to an existing opening, an ACC application is required.

1. No awnings of any kind, pergolas, screened porches, or any other permanent structures built onto the home or deck are permitted.
2. Hot Tubs or large inflatable or above ground pools (family size) are not permitted.
3. Free standing, flat-roof vertical (door opening) or horizontal (top opening) storage container units are only permitted within a fully fenced back yard. The container must be less than the height of the 6 ft fence and be 55 cubic feet or smaller.
4. Free standing horizontal storage containers are permitted on a deck but must be shorter than the deck railing, 3 feet or less in height.

Landscaping

1. For landscaping resources, please reach out to the Management Agent. Owners are responsible for planting and maintaining the landscaping on their private property, e.g., front and rear gardens, hardscape stones, trees, shrubs, ground plants, and potted plants. The townhouse plat defines each property boundary. If you are unclear about whether a tree or other landscaping feature is on your private property, please consult the management office.
2. Owners are required to prune back or remove trees, shrubs, plants, grass and/or any type of landscaping that interferes with street or sidewalk sightline visibility and/or encroaches on a neighbor's property or common property.
3. Owners are required to plant a replacement tree if they remove an existing tree that is appropriately located on the property. It is recommended that the owner confer with a professional arborist and "Miss Utility" as needed. Acceptable tree types are of a columnar trunk variety, 2"-3" caliper, have root systems that primarily grow downward, not outward, and obtain a full growth canopy height of no greater than 40-50 feet. Examples that fit the above requirements are:
 - a. Hornbeam varieties
 - b. Linden varieties
 - c. Ivory silk tree lilac
 - d. Ginkgo (the male variety – doesn't produce fruit)
 - e. Red Bud
 - f. Japanese Snowbell - *Styrax Japonicus*

Any other tree species must be reviewed by the ACC, in conjunction with the Landscaping Committee.

4. Only River Jack stones (a smooth, multi-color stone mix) are permitted for use in landscaping. 1-3" River Jack stones must be used when landscaping the visible front or side areas of the townhome. Smaller 1 ½" River Jack stones may be used in the back of the townhome for landscaping or as filler under a deck.

Example of 1-3" and 1 1/2" River Jack stones



5. Plastic or metal edging is not permitted.
6. Railing flower boxes, free standing planters and/ or Shepherd's Hook type basket holders are permitted but must hold plants or flowers and be maintained throughout the growing season; spring - fall. After the growing season ends, they must be put away.
7. Creeping vines and other invasive plants growing in the ground around the Owner's property must be removed (pulled out) to keep it from spreading. Examples: all ivy varieties, Bamboo, Rose of Sharon, Sweet Autumn clematis, etc.
8. Planting in the community common areas is not permitted.
9. Since landscaping and other changes may adversely affect the drainage pattern around an Owner's home, care must be taken to maintain the same basic drainage pattern as initially established. Approval is required for any landscaping, or other change to the home or deck, which potentially affects the drainage pattern to neighboring homes or to common areas.
10. Solar path lights are acceptable if they are black finish, emit white light, and are well maintained.

Light Fixtures

1. Light fixtures on the exterior of the home must match in style and metallic finish (black, dark bronze, polished brass).
2. Front and back facade flood lights are not permitted (refers to lights that are not a part of a connected camera security unit). Townhomes that were equipped with flood lights on the back façade of the home originally, when first built by Pulte, are excepted.
3. Criteria for all exterior light fixtures, front and back:
 - a. Traditional style (Colonial, Federalist and must match in style and finish; see examples and includes Original style fixtures - with or without a finial).
 - b. Metallic finish (black, dark bronze, or polished brass and must match in style and finish),
 - c. Transparent glass encasing a single white light bulb (colored light bulbs in exterior fixtures are not permitted). The transparent glass may be seeded, wavy, beveled, or flat pane,
 - d. Front lights measure 6-8 inches wide and 10-14 inches long, not including a finial if it is part of the fixture style. The garage light may be on the larger end of the size range and the front door light may be on the smaller end of the size range. Back of the home lights must measure 4-6 inches wide and 8-10 inches long.
 - e. Fixtures are wall-mounted, except for end unit homes with a detached garage connecting breezeway with a ceiling light.

Example of acceptable Light Fixture styles. Approved finishes are Black, Dark Bronze or Polished Brass.



Roofs, Gutters & Skylights - Any modification to roofs or gutters requires ACC approval.

All roof and gutter replacement visual components must match the existing materials.

1. **Roof Shingles** must match the original color and style: *CertainTeed* brand, *Moire Black* color and Architectural style.
2. **Gutters and downspouts** must be maintained in good working order. Owners are responsible for all stormwater run-off from their property. Directed drainage onto a neighbor's property is not permitted.
3. **Skylights** requires an ACC application prior to installation and considered on a case-by-case basis.

Satellite Dishes & Antennae- *Noted in Bylaws – Article V, Section 14 (f).*

Satellite dish or Antennae require ACC approval prior to installation.

1. The Owner must obtain any necessary permits and meet all applicable codes for all installed equipment.
2. Satellite dishes or antennae can be installed on the rear side of the townhouse unit roof, but not on a deck or deck post. Garden Units may have the dish or antennae installed on a balcony. All wires must be secured to the home and follow the home's window and wall contours to minimize visibility.
3. Only Satellite dishes measuring a meter or less in diameter are permitted. A satellite dish larger than 1 meter or installed anywhere other than the back slope of the roof is prohibited.
4. Antennas shall be installed in a roof location shielded from view from the street or from other units to the maximum extent possible provided an acceptable signal can be received.

Siding - Any modification requires ACC approval.

The siding must be vinyl lap siding, or similar material, and must match the existing style, color, size and spacing. Siding must be maintained and cleaned as needed.

Solar Panels/PV Panels - requires ACC approval.

1. The Owner must obtain any necessary permits and meet all applicable codes for all installed equipment.
2. Except as provided herein, solar or PV panels may only be installed on the rear side of the townhouse unit roof.
3. Solar panels will not be permitted to extend beyond the roof line and shall lay flat against the roof and shall not adversely impact the gutter system and normal roof drainage.

4. All wires shall be affixed to the home and placed in a manner to minimize visibility.
5. Solar panels should be installed as closely as reasonably possible within the center of the roof area, should be proportionate to the roof surface, and should be installed in a rectangular configuration.
6. Black solar panels with a black background are required. Solar panels and related accessories should be kept clean, free of cracks, and checked for secure fastening to the roof or other anchor support.
7. Freestanding solar panels are prohibited.

Sports, Play & Other Equipment

1. Permanent installation of basketball hoops, trampolines, swing sets or any other sports/play equipment is not permitted on an Owner's property.
2. Free standing seating options (chairs, stools, benches), movable sports equipment and play toys are permitted for temporary use on an Owner's property but must be put away and not left outside overnight.

Steps & Railing System- *Noted in Bylaws – Article V, Section 17.*

Any modification to stairs or railings requires ACC approval.

1. **STEPS:** Concrete steps must be repaired when 25% of the steps demonstrate spalling, cracking, pieces breaking off and/or railings are loose. Concrete must be maintained in good condition without excessive rust stains. If the concrete has broken off around the base of the rail, the railing is deemed to be an unsafe hazard and must be replaced along with the concrete steps.
2. Staining the landing and stair concrete is a temporary way to fix the rust stains and requires re-staining every few years. If staining is desired, the stain used must be the specific paint type for concrete. **Sherwin Williams, concrete stain, Bombay, HC133.**
3. **RAILINGS:** Replacement railings must match the original square picket rail with the bottom rail being 3" from the concrete surface or step. The wrought iron railings are prone to rust. To prevent the rust, railings must be scraped and repainted every few years with an oil-based enamel in jet black gloss or semi-gloss finish. Two coats of paint are suggested for improved rust prevention.

Storage - *Noted in Bylaws – Article V, Section 14*

1. No open storage is permitted on an Owner's driveway, patio, or on or under a deck in an unfenced yard (like trash containers, storage containers, boxes, motorboats, campers, garden equipment, snow blowers, household appliances, indoor furniture, etc.).
2. No hazardous materials may be stored on an Owner's property.
3. Free standing storage units are permitted within a fully fenced back yard per the criteria in the *External Structures* section.
4. Grills, outdoor patio and deck furniture, planters, umbrellas, etc. are considered outdoor furniture and are permitted on a deck or patio.

Windows - *Noted in Bylaws – Article V, Section 17*

Any modification/replacement of windows requires ACC approval. Windows have a specific muntin windowpane pattern. Windows that can open must have screens, fixed windows do not have screens.

1. The replacement windows, trim, caulk, and flashing must match the look of the original. The original windows are white framed with a specific integral muntin windowpane pattern.
2. Windowpane film, ceramic frit, tinting, or frostings is not permitted on street-facing windows.
3. All windows that can open must have screens (sash windows). Fixed non-opening windows do not require screens.
4. Window boxes are not permitted.

Examples of original windows with a muntin pattern, non-opening windows without screens and sash windows that open, with screens.



CHERINGTON CONDOMINIUM ASSOCIATION
Architectural Change Application

Please refer to the ACC Standards & Guidelines (S&Gs). Applications must contain the required information to be considered for review. Additional details may be requested if needed. Submit the completed application to Abaris Property Management Agent, Juliana Barahona jbarahona@abarisrealty.com

APPLICANT INFORMATION

Applicant Name	
Property Address	
Contact Number	
Email Address	

DESCRIPTION OF PROPOSED CHANGE

Proposed Change	
Description of Current State & Reason for change	
Specific Style	
Material(s) to be Used	
Color(s) to be Used	
DECK rebuild or new build applications must have the listed attachments. Please refer to the DECK section of the S&Gs.	<p>Include an illustration of the proposed deck with the dimensions.</p> <ol style="list-style-type: none"> 1. Decks require an architectural line drawing showing a 3-dimensional view and the finished look. 2. Provide an internet link or brochure examples of the decking material and color. 3. The dimensions of the finished deck must fit within the unit’s plat boundaries. Locate your property plat at, http://www.plats.net/pages/index.aspx

PLEASE Attach any supplemental supporting materials for your proposed project.

TIMELINE OF PROPOSED WORK

The Cherington Bylaws allow up to 45 days for ACC approval. The ACC makes every effort to expedite a decision once a complete application is submitted. No work can begin prior to approval.

Estimated Start Date	
Estimated Completion Date	

OWNER'S ACKNOWLEDGEMENTS

I/We understand and agree that:

1. No work on this proposed change shall commence until written approval of the ACC has been received.
 2. There shall be no deviations from what was submitted in the ACC application unless the ACC approved with conditions. Those conditions must be followed.
 3. It is my responsibility and obligation to obtain all required County permits, to contact Miss Utility, and to construct the improvements in conformance with the ACC S&Gs and all applicable building and zoning codes.
 4. Approval by the ACC shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
 5. Approval by the ACC shall in no way be construed as to pass judgment on whether the proposed change being reviewed follows the applicable building and zoning codes of the county in which the property is located.
 6. Approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the ACC to disapprove such plans and specifications, or any elements or features thereof, in the event such plans and/or specifications are subsequently submitted for use in any other instance.
 7. I/we authorize members of the ACC to make routine inspection to ensure change implemented is compliant.
 8. Construction or alterations in accordance with the approved plans and specifications must commence and be substantially completed within 1 year of the application approval.
- ***Be courteous to your neighbors, consider how the project may impact the community and notify those potentially affected by your improvement project ahead of time.***
 - ***Contractors are required to park in an appropriate guest parking space or on your driveway. Your contractors must clean up thoroughly at the end of each workday and, if needed, remediate any damage to community property.***

Owner Applicant (please print name) _____

Signature: _____ Date: _____

Co-Owner Applicant (please print) _____

Signature: _____ Date: _____

