**Chancery Square**

**Fairfax, Virginia**



**Architectural Standards**

Approved by the Board of Directors, August 2021

In accordance with the Declaration of Covenants, Conditions, & Restrictions, Article 9, Section 9.1(b)(4),

this document is incorporated into the Chancery Square Covenants.

This document rescinds all previous Architectural Standards.

**Chancery Square Homeowners Association, Inc.**

Fairfax, Virginia

Architectural Standards

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**CHANCERY SQUARE HOMEOWNERS’ ASSOCIATION**

**Architectural Standards**

August 2021

*The standards outlined herein supersede*

*all previous Architectural Standards documents.*

**I. BACKGROUND**

1. The Architectural Covenants Committee (ACC) is a committee designated by the Board of Directors to preserve the value of homes in Chancery Square by reasonably regulating the external appearance of the homes and yards in this community.

2. If a homeowner modifies his/her property or performs major repairs not in accordance with the Standards outlined in this document and/or without ACC approval and in a manner, which detracts from the attractiveness and value of the surrounding units, the neighbors are encouraged to write to the ACC for immediate review and possible action. In addition, if a modification is rejected by the ACC due to the impact on neighboring properties and the neighbors collectively approve the change, a written request for approval consideration must be sent to the ACC.

3. Communication is essential. These guidelines are subject to periodic review by the ACC and the Board of Directors. Owners will be advised in writing of any changes.

**II. PROCEDURES**

A. **General Information**:

1. These procedures and guidelines are provided as a supplement to the Covenants which each homeowner received at or prior to purchase settlement. The intent of these guidelines is to assist the homeowner in obtaining approval for any alterations and/or additions which he/she may contemplate for his/her property and to provide further clarification on sections of the Bylaws.

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2. To comply with the Covenants, each proposed alteration, and/or addition must be specifically approved by the ACC even though the improvement conforms to the guidelines that follow. The only exception to prior ACC approval are correcting items found during the annual inspection and the homeowner performing normal repairs that return the home to its prior condition.

3. The ACC will review proposals that do not comply with the following guidelines on a case-by-case basis. However, it is asked that homeowners follow these guidelines whenever possible.

4. The ACC will consider only written requests. Oral requests will not be considered.

5. ACC approval is required prior to commencing construction or exterior alterations. The ACC may request the homeowner provide a copy of the contract for which the work is to be performed. Contract costs may be redacted. Homeowners should allow enough lead time when filing an application. The ACC has 30-days to process a complete application; however, typically the ACC will respond in less time.

6. Approval by the City of Fairfax does not constitute approval by the ACC.

7. Homeowners must contact the City of Fairfax Code Enforcement Office at

(703) 385-7830 before beginning any exterior modifications to their home, to determine if any permits are required. Note that certain architectural changes may require approval of the City of Fairfax Board of Architectural Review.

8. All ACC approvals must be in writing.

9. A homeowner application and ACC approval is not required for exterior repairs that do not modify the appearance of the residence.

B. **Application Procedures:**

1. An “Application for Exterior Modification” is attached to this document and is also available on the Chancery Square homepage at [www.chancerysquare.net](http://www.chancerysquare.net)

Click on “Documents and Forms”.

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2. The completed application must be signed by the homeowner and submitted via email to the ACC Committee at acc@chancerysquare.net Please note, signatures from adjoining neighbors and property owners who may be affected by the change, acknowledging their review of the completed application, are required as part of this application.

3. The ACC will act upon the application as quickly as possible and notify the homeowner of its action no later than 30-days after receipt. The ACC usually acts within a shorter time frame.

4. If a request is rejected, or accepted, but modified by the ACC, the homeowner may request the ACC reconsider its decision and may present additional information which might help clarify the request or demonstrate its acceptability as originally submitted.

5. Appeals of ACC decisions may be made to the Board of Directors.

C. **Architectural Covenants Committee (ACC) Review Criteria:**

1. The ACC evaluates all requests on the individual merits of the application. In addition to the evaluation of a particular design proposal, consideration is based upon the townhouse model, site/location, affect upon neighboring dwellings or occupants, community characteristics and appearance.

2. In reviewing applications, design decisions by the ACC will not be based on any individual’s personal opinion or taste. Judgments of acceptable design are based on the following criteria which represent, in more specific terms, the general standards of the Covenants:

a. Validity of Concept. The basic idea must be sound and appropriate to its surroundings.

b. Design Compatibility. The proposed improvements must be compatible with the architectural characteristics of the applicant’s house, adjoining houses and the neighborhood setting. Compatibility is defined as similarity in the architectural style, quality of workmanship, similar use of materials, color and construction details.

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D. **Enforcement Procedures:**

The Covenants (Article 12, Section 12.1) requires all homeowners to comply with all of the terms of the Association Documents, and Rules and Regulations, as amended from time to time by the Board of Directors.

1. The sources for reporting violations will be as follows:

 a. Concerned residents.

 b. Members of the Chancery Square Home Owners Association (HOA) Board of Directors or Committees.

 c. ACC observations during the normal course of ACC business or inspections.

2. Violations consist of:

 a. Modifications commenced or completed without ACC approval.

 b. Modifications completed in a manner not consistent with approved plans.

3. All violations will be confirmed by a site visit by representatives of the ACC, the Board of Directors, and/ or the management company.

4. The homeowner will be contacted in writing concerning the violation. In those cases, involving violations, a hearing notice will be sent immediately by certified mail and procedure six below will apply.

5. After a 10-day period with no response from the homeowner, a notice will be sent by certified mail informing the homeowner of the time and place of a hearing by the ACC in accordance with the Virginia Property Owner’s Association Act (VPOAA), Code of Virginia, Chapter 26, Section 55-515(B).

6. If the violation case is not resolved during the hearing, it may be turned over to the Board of Directors with a recommendation for legal action.

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**III. Specific Project Requirements**

Only the exterior materials existing on the primary structure, or materials compatible with the architectural design shall be approved.

A. **Air Condition and Fan Units**

No window unit air conditioners or fans are permitted.

B. **Antennas**

1. An application is required to provide notice of the installation with documented size, location and color of the antenna. Homeowners are encouraged to install these systems within the attic of the house.

2. No application is required when the cable or an antenna is installed internally.

3. Wireless cable and broadcast television antennas may be installed prior to submitting an application when they meet all the following criteria:

 a. Antennas will be mounted on the rear of the house or in the rear yard except when such locations prevent adequate signal reception.

 b. Antennas will be positioned so they cannot be seen from the front of the house, except when such locations prevent adequate signal reception.

 c. Antennas should be mounted no higher than twelve (12’) feet above the top of the roof. Installations greater than twelve (12’) feet requires prior approval of the ACC.

 d. All wiring will be installed in compliance with prevailing code and shall be tightly secured to the house in areas where it runs along the exterior of the house. Efforts should be made to run wiring along trim or under siding to minimize the visual impact.

C. **Attic Ventilators**

Attic ventilators may only be installed in the rear of the building and must match the siding or trim of the house if mounted on a gable end or may require paint to match the roof if placed on the roof.

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D. **Awnings**

Exterior awnings, canopies, tents, panels, covers, cabanas, nettings, pergolas, gazebo, or other projections, made of any material, are prohibited.  This includes free-standing, and permanently and/or temporarily affixed items attached to the outside of walls, or siding, window frames, and door frames with the intent to cover decks, doors or windows. Patio umbrellas, both in a stand and those supported by a patio table, are allowed.

E. **Boats, Trailers, Recreational and Junk Vehicles**

1. Except in connection with construction activities, no commercial trucks, vans, trailers, campers, recreational vehicles, boats or other large vehicles, including grounds maintenance equipment, ATV dune buggies, or trail bikes may be parked or used on any portion of the Common Area or any portion of a Lot visible from the Common Area or another Lot or on any public right-of-way within or adjacent to the property, unless expressly permitted by the Board of Directors and only in such parking areas or for such time periods as may be designated for such purpose. Parking of all such vehicles and related equipment, other than on a temporary and non-recurring basis, shall be in garages or in areas designated by the Board of Directors.

2. No junk or derelict vehicles, or vehicles without current registration, license plates and current State Inspection Permits properly displayed shall be kept on any portion of the Common Area, Visitor Parking Lots or any portion of a property visible from the Common Area, or another property or on any public right-of-way within or adjacent to the community property.

F. **Clothes Drying Equipment**

No outdoor clothesline or other drying apparatus shall be permitted on any Lot, or Common Area. Laundry may not be hung outside of the house on decks and deck railings, fences or on front porch railings.

G. **Commercial Business**

No residence or Lot shall be used for any business, commercial or private, manufacturing, mercantile, storing, vending, or any other non-residential purpose.

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H. **Composting**

Composting of any type, including but not limited to food scraps and organic yard waste, in backyards or in any location of the homeowner’s property (lot) or anywhere in the common areas is prohibited.

I. **Cooking, Outdoor**

1. All outdoor cooking equipment must meet City of Fairfax Code.

2. When using outdoor cooking devices, they must be at least 10 feet from the house structure.

J. **Decks and Fences**

1. Removal, or modification of fencing or decks, requires approval of the ACC. This includes replacing the entire deck floor if the material differs from the existing flooring; e. g. if the existing floor is pine to be replaced with a composite material. A building permit is required as stated in Paragraph 8 below.

2. Installation of decks must be approved by the ACC. Applications for deck modifications must include a house location survey showing exact placement of the deck and setbacks in the rear of the house. Decks will not be allowed to extend beyond the side plane of the house. No roof screens or awnings which would form a complete or partial enclosure may be added to a deck.

3. Only those houses whose back yards face due north from 10500 James Wren Way to 10528 James Wren Way and those houses whose back yards face the Ardmore community will be allowed to have screening added above the deck rails. The screening shall be of wood lattice, not to extend above 4’ above the top of the rails and is to be painted the same color as the deck and deck rails (McCormick Brand Paint-Navajo White). Additionally, lattice is only permitted on the back section of the deck rails parallel to the rear wall of the house, and on the

two angled sections (usually 45 degrees) to the rear of wall of the house. Lattice is not permitted on the two deck rail sections perpendicular to the rear wall, unless such lattice was installed originally by the builder. Any homeowner who would like to install lattice should submit an Exterior Alteration Application to the Architectural Covenants Committee.

4. Lumber used for decks and fences must be decay resistant and similar to the lumber used by the Builder. Deck floors may be in wood (recommend yellow pine #2); Trex material, or other suitable composite material, in the appropriate weight to bear the deck load, may be used. Metal fences and decks are not permitted.

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5. Deck flooring shall be stained a natural earth tone color (e.g., tan, brown, red wood).

6. Deck railings shall be in the existing Chippendale style and shall be painted in McCormick Brand Paint-Navajo White.

7. Horizontal railings will not be approved. As City of Fairfax regulations change from time to time, it is suggested to request current railing specifications from the ACC prior to submitting your request.

8. Typical deck size should be 22’ x 10’ (extending 22’ across the back of the house and 10’ from the house). Different deck sizes may be taken into consideration by the ACC on an individual basis.

9. To obtain a building permit, the City of Fairfax requires the applicant to show evidence of ACC approval prior to the permit’s issuance.

10. Fence extensions for interior units must enclose the backyard along the property line. The rear of the fence should set six (6) inches inside the rear property line. Larger or smaller enclosures are not permitted. Gates and fences must be alternating flat board-on-board style and must be six feet in height. The exception shall be those end units that have open cross design (Chippendale) on the upper portion of the fence. When repairing this portion of the fence, the same type of wood and size of timber shall be used. This design may not be altered.

11. Fence extensions for end units must enclose the backyard of the property line. Fencing is not permitted to extend beyond the side plane of the house.

12. Any structure extending above the height of a fence, or six feet, will not be approved by the ACC.

13. Items such as laundry, towels or signs shall not be hung on decks or fences to be seen from the common area. Crawling plants are not permitted on the outside of decks or fences.

K. **Decorative Objects, Exterior**

1. Natural and man-made exterior decorative objects will generally not be approved. Exterior decorative objects include, but are not limited to, garden trellis and arches, bird baths, wagon wheels, sculptures, religious statues, fountains, pools, stumps, driftwood piles, free standing poles of all types, and items attached to approve structures. Exterior decorative objects, if not easily visible from streets, sidewalks, or common areas, may be placed in a homeowner’s patio.

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2. Residents are permitted to place small general garden-type decorative objects, such as flower pots, on their lot along the side of their property and/or in the front of their houses. The ACC reserves the right to determine if a decorative object is disproportionate in size, considered offensive and/or controversial, or otherwise inappropriate and thereby the ACC shall determine it as not allowed.

3. Exterior decorative objects, if not easily visible from streets, sidewalks, or common areas, may be placed on a homeowner’s patio.

4. If a resident is in doubt as to whether any object meets any of these criteria, they should consult the ACC.

L. **Doors, Exterior; Screens, and Storm Doors**

1. Doors shall be kept in good condition including structure and paint. Exterior door shall be in the current style to be consistent with the existing, original architectural character of the community. Specifically:

 a. Front doors shall be six panels, also known as stile-and-rail. No windows in front doors are permitted. Hardware and house numbers shall be bright brass.

 b. Deck and Patio doors shall have 15-glass grids, also known as a “French door”. Hardware shall be bright brass.

 c. Deck sliding doors shall be 15 or 10-glass grids, with wide stiles and rails. The height of the bottom rail (frame) shall be greater than the height of top rail (frame). The sliding door shall have the appearance of a traditional French door.

The hardware shall be bright brass.

 d. Patio sliding doors, as an alternative to paragraph b. above, in the standard manufacturing style with 10 or 15-glass grids, are authorized. The hardware shall be bright brass.

 e. Storm and Screen: Removable screen and glass panels are permitted.

The frame of the storm door shall match the approved door trim of the house. The hardware shall be bright brass. “Self-Storing” full view doors are acceptable on the rear door of the property. ACC approval is required before a storm or screen door is installed.

3. Window transoms above doors shall not be removed.

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4. Exterior paint for the doors shall continue in the original color. A list of approved colors is in paragraph H above and on the Chancery Square webpage at [www.chancerysquare.net](http://www.chancerysquare.net/)

5. Homeowners are required to submit an “Application for Exterior Modification” for approval prior to beginning any work.

M. **Fireplaces, Chimineas, Fire Pits, Table Top Fire Bowls and Woodstoves**

1. All external chimneys and/or flues not installed by the Builder must have ACC approval.

2. External chimneys and/or flues must be enclosed in brick or materials matching the exterior of the townhouse and cannot be located in the front of the house.

3. Chimineas, fire pits, table top fire bowls and woodstoves are prohibited.

N. **Firewood**

Firewood shall be kept neatly stacked and stored within the fenced area of the rear yard only and located in such manner as to minimize visual impact. Firewood shall not be stored on common areas.

O. **Front Features and Porticos**

1. Front features and porticos shall be properly maintained to prevent cracks, peeling and any other deterioration. They shall remain in the original design and color of paint.

2. Any changes require the approval of the ACC. Homeowners are required to submit an “Application for Exterior Modification” for approval prior to beginning any work. Re-painting in the original color of paint does not require approval.

3. Front door trellises shall not be approved by the ACC.

P. **Garages**

1. No garage shall be converted into living space or altered or used for purposes which would prevent the intended use of the garage for parking vehicles.

2. All garage door replacements shall be approved by the ACC. Homeowners are required to submit an “Application for Exterior Modification” for approval prior to beginning any work.

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3. The replacement of garage doors shall be in the current style to be consistent with the existing style of the garage door. Specifically, garage doors shall be:

 a. made of steel, aluminum and/or composite material.

 b. consist of 32-raised exterior panels for double-wide doors.

 c. consist of 16-raised exterior panels for single-wide doors.

 d. painted the same color as the house exterior trim.

4. The following features for garage doors are prohibited:

 a. Doors with glass or windows panels.

 b. Decorative trim or hardware.

5. Wireless, keyless entry control panels mounted on the exterior frame of the garage are permitted.

Q. **Hot Tubs, Saunas and Jacuzzi’s**

Hot tubs, saunas, and Jacuzzi’s, portable or custom-built or in-ground, are prohibited on decks, patio’s, driveways and/or common areas.

R. **Landscaping, Shrubbery and Trees**

1. Any extensive landscaping modifications must be approved by the ACC. Extensive modifications are those which fundamentally alter the character of the

homeowner’s lot, or have the potential to alter drainage, easements, sight lines or any other aspects of the property or affect adjacent owners or HOA property.

2. All trees and shrubbery not planted at ground level within two (2) feet from the structure must be approved by the ACC.

3. All garden “edging” material greater than six (6) inches high must have ACC approval.

4. Any device used as a retaining wall, decorative, or otherwise, must have ACC approval.

5. Any new flower or plant beds not installed by the builder in the common area must have ACC approval.

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6.  The removal of any tree in the front of a house (between driveways) or in the corner of a drive way (end units) shall be approved by the ACC in coordination with the Tree Committee. In addition to the ACC approval, the homeowners shall request a tree removal permit from the City of Fairfax.  A tree removal shall include the grinding and removal of the tree stump and replacement tree shall be approved by the Tree Committee and planted within a timeframe specified by the ACC and Tree Committee.

S. **Lights, Exterior**

1. All exterior lights shall be maintained in operating condition. Homeowners are strongly encouraged to consider replacing their exterior light fixtures once they become aged and/or in tarnished condition.

2. Homeowners installing new exterior light fixtures are required to obtain ACC approval.

3. A list of ACC approved exterior light fixtures are listed in paragraph S-8 below and may also be found on the Chancery Square webpage at [www.chancerysquare.net](http://www.chancerysquare.net)

4. While not required, it is recommended to purchase exterior lights from vendors that are authorized dealers for Kichler Lighting and Livex Lighting to ensure warranties.

5. Exterior lighting shall not be directed in such a manner as to create an annoyance to the neighbors or motorists.

6. All exterior light bulbs shall be restricted to the shade of white. Colored lights are prohibited.

7. The use of motion detectors on external lights is prohibited.

8. Approved exterior light fixtures are listed below.

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| **MANUFACTURER** | **MODEL** | **DESCRIPTION** | **STYLE #** | **FINISH** | **WARRANTY** |
| Kichler Lighting | Bay Shore | Front Fixture | 9713PB | LifeBrite Polished Brass | Lifetime |
| Kichler Lighting | Bay Shore | Back Fixture | 9711PBhttp://img.kichler.com/media/products/9711/finishes/9711PB.png?w=131&h=131&mode=crop | LifeBrite Polished Brass | Lifetime |
| Kichler Lighting | Grove Mill | Pendant | 9889PBhttp://img.kichler.com/media/products/9889/finishes/9889PB.png?w=131&h=131&mode=crop | LifeBrite Polished Brass | Lifetiime |
| **MANUFACTURER** | **MODEL** | **DESCRIPTION** | **STYLE #** | **FINISH** | **WARRANTY** |
| Livex Lighting | Georgetown | Front Fixture | 2261-04Livex 2261-04 Georgetown 2 Light 21 inch Black Outdoor Wall Lantern photo | Black | 1 Year |
| Livex Lighting | Georgetown | Back Fixture | 2061-04Livex 2261-04 Georgetown 2 Light 21 inch Black Outdoor Wall Lantern photo | Black | 1 Year |
| Livex Lighting | Georgetown | Pendant | 2265-04Livex 2265-04 Georgetown 2 Light 10 inch Black Outdoor Hanging Lantern photo | Black | 1 Year |
| Livex Lighting | Georgetown | Pendant | 2265-02Livex 2265-02 Georgetown 2 Light 10 inch Polished Brass Outdoor Hanging Lantern photo | Polished Brass | 1 Year |

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| --- | --- | --- | --- | --- | --- |
| **MANUFACTURER** | **MODEL** | **DESCRIPTION** | **STYLE #** | **FINISH** | **WARRANTY** |
| Livex Lighting | Georgetown | Front Fixture | 2261-02Livex 2261-02 Georgetown 2 Light 21 inch Polished Brass Outdoor Wall Lantern photo | Polished Brass | 1 Year |
| Livex Lighting | Georgetown | Back Fixture | 2061-02Livex 2261-02 Georgetown 2 Light 21 inch Polished Brass Outdoor Wall Lantern photo | Polished Brass | 1 Year |

T. **Lighting (Exterior), New Fixtures Replacement**

When replacing existing exterior light fixtures at the same location as installed by the builder, uniformity shall be maintained. For example:

1. An end-unit house with twin exterior light fixtures at the front entrance,

and existing exterior light at the garage, all three exterior lights shall be replaced at the same time, in the same style and finish, for uniformity.

1. An interior-unit house, with an exterior light fixture installed on the brick,

hanging light in the portico, and existing exterior light at the garage, all three exterior lights shall be replaced at the same time, in the same style and finish, for uniformity.

 (c) When replacing exterior light fixtures on the rear of a house, (the deck and patio) exterior light fixtures must be replaced at the same time, in the same style and finish, for uniformity.

2. While the front entrance and rear house exterior light fixtures are not required to be replaced simultaneously, unless desired by the home owner, when they are replaced, the policy above shall apply. The objective of this policy is to ensure that all exterior light fixtures on any given side of a house are in harmony for a complete and uniform appearance on an individual house.

U. **Light (Exterior) FixturesModification/Placement:**

1. Exterior Garage Lights: Homeowners wishing to add a light fixture next to their garage are required to submit an “Application for Exterior Modification” to the

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ACC Committee for approval prior to beginning any work. If approval is granted, the installation of a matching exterior light (see specifics above) will be authorized with placement on the brick wall next to the garage. The fixture shall be positioned on the side of the garage closest to the exterior steps. For end units: The top of the fixture shall be approximately 4 inches from the top metal frame of the garage opening and shall not extend more than 13 inches from the metal side opening of the garage. For interior units: The top of the fixture shall be approximately 4 inches from the top metal frame of the garage opening and centered on the brick space. Installation shall be performed by a licensed

electrician and as required by the Virginia Uniform Building Code, the homeowner/contractor shall obtain an electrical work permit and final inspection from the City of Fairfax.

2. The installation of any other new exterior light fixture in a location other than the original location as installed by the builder and where alterations to the original electrical wiring is made, shall (i) be approved by the ACC; (ii) be installed by a licensed electrician and (iii) as required by the Virginia Uniform Building Code, the homeowner/contractor shall obtain an electrical work permit and final inspection from the City of Fairfax. This shall apply to all exterior areas of the house, including the front, garage, side, patio and deck areas of a house.

V. **Paint Colors**

1. The paint color groupings listed below are part of the registration of the community with the City of Fairfax and may not be deviated.

2. The colors on siding, trim, garage doors, shutter, front doors, etc., are all McCormick Paint colors. Care should be given when using the same names with other paint companies to ensure a match to the referenced McCormick colors.

3. Repainting or staining to match its original color does not require ACC approval.

4. All references to paint colors herein are given as McCormick latex exterior paint.

5. Further details regarding paint colors and formulas are found at

[www.chancerysquare.net](http://www.chancerysquare.net) Click on EXTERIOR PAINT COLORS.

6. The following paint color schemes are based on house model groupings:

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| **Group 1:** See model design of 10516 James Wren WaySiding: Desert SandBrick: Rictex 555Door: Foxhall GreenShutters: Foxhall GreenTrim: Amber WhiteRoof: Moire’ Black |  |
| **Group 2**: See model design of 10537 James Wren WaySiding: WhiteBrick: General Shale Shenandoah Colonial (a Medium Red)Door: Farmhouse RedShutters: Farmhouse RedTrim: Marble IceRoof: Moire’ Black |  |
| **Group 3**: See model design of 10538 James Wren WaySiding: Desert SandBrick: Montpelier Flash Range ColonialDoor: Carolina SlateShutters: Carolina SlateTrim: NewportRoof: Moire’ Black7 |  |

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| **Group 4**: See model design of 10532 James Wren WaySiding: WhiteBrick: Rictex 551Door: Georgetown GreenShutters: Georgetown GreenTrim: IncenseRoof: Moire’ Black |  |
| **Group 5**: See model design of 10536 James Wren WaySiding: CameoBrick: Rictex 380Door: Old Colonial RedShutters: Old Colonial RedTrim: GreystoneRoof: Moire’ Black |  |
| **Group 6**:See model design of 10535 James Wren WaySiding: CameoBrick: Rictex 382 (a pinkish tan)Door: Old Carriage BrownShutters: Old Carriage BrownTrim: WheatRoof: Moire’ Black |  |
| **Group 7:** See model design of 4192 Lord CulpeperSiding: Desert SandBrick: Rictex 511Door: Georgetown GreenTrim: NewportRoof: Moire’ Black |  |

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7. Front porch metal step railings: McCormick Paint-Georgetown Green

8. Roofs: Morie’ Black

9. Siding: Should match existing color.

10. Gutters: White or cream to match trim color as closely as possible.

11. Downspouts: Brown

12. Fences and Deck Rails: McCormick Brand Paint-Navajo White

13. Steps and Driveways: Please see Paragraph HH below.

W. **Parking**

1. Any vehicle owned or driven by you, or by any resident of your household, or registered to your address is subject to the rules on parking.

2. All homes have four parking spaces. Two within the garage of each house and two in the driveway of each house. Parking of resident automobiles in visitor parking spaces is not allowed.

3. Visitor parking spaces are to be used only by guests visiting residents. Visitor parking spaces shall not be used as a parking facility; i.e.“kiss and ride”, car pool parking or temporary/permanent vehicle storage.

4. Visitor parking spaces shall not be used for more than 7 consecutive days.\* If you will have a visitor staying in your home beyond the maximum 7 consecutive days period, you must contact the management company and request an extended visitor’s parking permit. You must explain the reason for the extended period and the time for the permit.

\*Note of Clarification:  Visitors, long-term visitors and/or temporary residents, who move their vehicles near or upon the conclusion of the 7 consecutive day period and return it shortly thereafter to begin another 7-day consecutive period, are considered in violation of this rule.

5. Any person residing or living in a resident’s home and any vehicle driven by them is subject to the same rules on parking as all residents of Chancery Square.

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6. If a homeowner is having work done on their house or for any other reason they need to temporarily park in the visitor’s spaces, the homeowner is required to contact the management company with a reason and expected time period required. Generally, if the reason and time limit is reasonable, the temporary parking will be granted and a visitor’s parking pass will be issued. However, if the ACC deems the reason or time limit unreasonable the temporary parking will not be granted.

7. Any homeowner who willingly ignores the parking rules pertinent to parking in the visitor’s spaces will be issued a citation from the ACC. If the homeowner ignores or continues to violate this covenant, no other warning is required. The offending vehicle may be towed at the owner’s expense.

X. **Patios**

1. Any new or reconfigured patio must be approved by the ACC prior to installation or change. Approval request shall include the construction drawing or blue print of the new patio, including the water drainage design.

2. Patios may be constructed of brick, brick pavers, flag stone, or wood.

3. Construction and design shall ensure there is proper drainage that does not adversely affect the patio area, any other resident’s property, and/or common areas. The drainage pattern or swale design and grade shall not differ from that provided by the builder unless it is deemed an improvement and explained as such in the approval application.

Y. **Pets**

1. Common domestic pets, such as dogs and cats, may be kept provided they are not kept, bred or maintained for commercial purposes and do not create a nuisance or annoyance to surrounding residents or the neighborhood.

2. Pet owners may not infringe upon their neighbors or the community as a whole by allowing barking and crying dogs or allow dogs to roam freely and loose. When outside, dogs shall be managed by wearing a leash.

3. Animal feces shall be picked up the pet owner.  Pets shall not be permitted to urinate on the common grass and/or landscaping.  The City of Fairfax “scooper pooper” ordnance shall be followed.  Owners are responsible for the immediate clean-up and proper disposal of pet wastes.

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4. No kennels or dog sheds are allowed on the property.

5. Pet owners shall be responsible for any and all costs incurred in the repair or damages to the common area caused by their pet(s).

Z. **Railings, Front Porch**

1. Front porch metal step railings shall be properly maintained to ensure their stability for safety and to prevent cracks, peeling and any other deterioration.

2. Front step railings shall be painted McCormick Paint “Georgetown Green”.

3. Laundry, towels, crawling plants and signage may not be hung on front railings.

AA. **Recreation and Play Equipment**

1. Permanent recreation equipment may not exceed six (6) feet in height and must have ACC approval. Equipment must be placed in rear yards only and not visible from the Common Areas. Consideration will be given to the lot size, equipment size, and design, amount of visual screening, etc.

2. Moveable play equipment may remain in the front or side of a unit during daylight hours. The play equipment may not be left out overnight. Hours of play must comply with the City of Fairfax regulations, if applicable; and moveable play equipment must not be permanently stored in the front or side of any unit.

BB. **Roofs**

1. All roof replacement shall be approved by the ACC. Homeowners are required to submit an “Application for Exterior Modification” to the ACC Committee for approval prior to beginning any work.

2. An exception to this policy is in the case of safety, natural disaster or fire. Should this be the circumstance, the homeowner should contact a member of the ACC immediately by telephone or email.

3. Roof shingles shall be the asphalt style in Three-Tab Shingles or Architectural Shingles.

4. Shingles shall be in color “Moire Black” to match those presently on all the roofs within the Chancery Square community.

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5. No slate, tile or metal roofs are authorized or approved.

6. As a matter of courtesy, advise your adjoining neighbors of your roof replacement project schedule as workmen will most likely be walking on their roof and debris may be falling into their yards.

7. It is recommended that homeowners consider installing Ice Water Shields to all gutter eaves and flashing areas to prevent ice damming. In addition, new vent collars installed on all plumbing pipes is recommended.

CC. **Satellite Dishes**

An “Application of Exterior Modification” shall be approved prior to the installation. The following criteria must be met:

 1. Satellite dishes must be mounted on the rear of the house or in the rear yard, except when such locations prevent adequate signal reception.

 2. Satellite dishes will be positioned so they cannot be seen from the front of the house, except when such locations prevent adequate signal reception.

 3. Satellite dishes should be mounted no higher than the antenna top flush with the top of the roof, on the rear side of the house.

 4. Satellite dishes shall not exceed one meter (39.37”) in size

 5. All wiring and cables must be installed in a professional manner and secured on the roof or inserted into the roof at the location of the dish. Cables shall run from the dish directly up to the roof line (peak), attached along the peak, and then down the side of the house. Cables should be hidden as much as possible thereby being less obstructive and aesthetically pleasing as it blends in with the roof.

 6. All cables must be black.

 7. Tenants may install satellite dishes in accordance with above rules provided written permission is obtained by the homeowners. A copy of this permission shall be provided to the ACC along with the submission of the “Application for Exterior Modification”.

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DD. **Security Cameras**

1. An “Application for Exterior Modification” shall be approved prior to installation of any security camera and doorbell-style camera. The application shall include a full description of the camera, with the brochure, including the specifications on the size, shape and angle of view of the camera. In addition, an explanation of where the device will be installed.

2. The camera shall be placed in the least intrusive or visible location of the homeowners’ house and shall not negatively affect the aesthetics or architectural standards of the community.

3. When mounting, there shall be no exposed wires or cables.

4. The camera can only be focused on the homeowners’ property.

5. The camera shall not violate another person’s reasonable expectation of privacy. The camera shall not be directed at adjacent houses, including windows and doors, into backyard patios or decks, other areas that are considered private and the common area property of the community.

6. No homeowner or resident shall install any type of security cameras in the common area property of the community.

EE. **Shutters, Exterior**

 For houses with shutters, they shall be maintained in good condition including structure and paint. Replacement shutters must be in the identical to the house’s existing shutters. Please refer to Paragraph H for specific approved color.

FF. **Sheds and Doghouses**

No shed, green house, trailer, tent, shack, barn, pen, kennel, run, stable, dog house or any other accessory building shall be erected, used or maintained on any Lot.

GG. **Signs, Real Estate and Other**

1.  Real estate and/or rental signs must meet City of Fairfax regulations with respect to size and content.

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2.  Real estate and/or rental signs may only be placed in the front yard of the available property.  No signs shall be placed on deck or step railings, fences or in windows.  Limited one sign per lot.   Real estate signs may not be more than 4 feet square.  Signs may not be placed on the common areas except for “directional open house” signs which may be displayed in the common areas two days before the “Open House” and shall be removed immediately after the “Open House” is concluded.

3.  All real estate signs advertising the property for sale or for rent shall be removed within 5 days from the date of the execution of any agreement of sale or rental.

4. Political candidate signs during an election period are permitted.  These signs may be placed in lots 30 days prior to the election and should be removed within 48 hours after the election.  No political sign may exceed a size of 2’ x 3’.

5. Small home security signs from an accredited security firm are permitted.  The size is limited to no more than 1’ x 1’.

6. No illuminated signs of any kind are permitted.

7. No commercial signs are permitted.

8. No religious signs are permitted.

9. No signs, advertisements or messages constituting any kind of business solicitation or implied commercial, professional or personal products or services, whether for profit or non-profit service, are permitted on any common ground or on a homeowner’s property.

10. No sign or banner may be hung from any part of a dwelling or on the common property of the community.

HH. **Solar Photovoltaic and Thermal Collectors**

1. An “Application for Exterior Modifications” shall be approved by the ACC Committee prior to installing solar photovoltaic and thermal collectors.

2. Applications shall include:

 a. A diagram “drawn to scale” where the system will be installed. And, if possible, photographs of the roof area where the system will be mounted.

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 b. Description of the material to be used and/or manufacturer’s description of the system, photographs and/or pictures of the system and color of the system.

1. c. Description of the location and appearance of the collector panels, and auxiliary equipment showing how the collectors will be mounted or installed.
2. d. A catalog photograph of the collector and complete specifications, including dimensions, colors, materials, etc.

3. Installing contractors shall be licensed.

4. Only panel types that are inset into the roof, lie flat and/or flush-mounted shall be considered.

5. The highest point of a solar panel shall be lower than the ridge of the roof where it is attached.

1. 6. The solar energy collection devices, including but not limited to solar panels, shall be installed parallel to the plane of the roof and must not break the roof ridge line. All devices shall be set back at least six (6) inches from the perimeter edges of the roof.

7. Solar panels shall be mounted on the roof in a manner to allow the efficient collection of solar energy. If possible, the homeowner shall place the solar panels so that they are mounted on the rear plane of the roof.

1. 8. The size and number of collectors should be in proportion to the area on which they are to be installed.
2. 9. All piping, electrical wires, connections and control devices shall be concealed and placed as inconspicuously as possible when viewed from all angles.
3. 10. The color of the solar system component shall conform to the color of the roof shingles, including framing which shall be a dark color or the color of the roof.

11. All painted surface shall be kept in good condition.

12. In addition to receiving an approved “Application of Exterior Modification” from the ACC Committee, the following are required **prior** to the installation of a solar system:

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a. Building Permit – issued by the City of Fairfax

b. Electrical Permit – issued by the City of Fairfax

c. Zoning Permit – issued by the City of Fairfax

 d. Residential Permit – issued by the City of Fairfax

 e. Permission to Operate – issued by Dominion Energy

 f. Final Inspection – City of Fairfax

13. For more permit and installation guidelines, please refer to this link:

<https://www.fairfaxva.gov/home/showpublisheddocument/10175/636542034563570000>

II. **Steps, Railings and Driveways**

1. Homeowners are required to maintain exterior steps, railings and driveways in a safe condition and to maintain structural integrity at all times. Original design, size and shape must be preserved.

2. Before beginning work to replace exterior steps, railings, and driveways the homeowner is required to submit an “Application for Exterior Modification” to the ACC Committee for approval.

3. Driveway cracks exceeding 1 inch shall be repaired using a mixture identical to, or “near replicating” the existing surface.

4. Driveways shall be kept clean. Excessive oil stains, moss, mold or discoloration must be power washed.

5. Exterior steps and driveways may be painted using the following paint:

“H&C (Sherwin Williams)” Colortop Water-Base, Concrete Stain Solid Color.  Color:  HC 133 Bombay.

FORMULA

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CCE\*COLORANT | 0Z | 32 | 64 | 128 |
| B1-Black |   - | 12 |    - |     - |
| R2-Maroon |   - |   3 |    - |     - |
| W1-White |   6 | 32 |    - |     - |
| Y3-Deep Gold |   - | 26 |    - |     - |

Painting of the exterior steps and driveway is an option, not a requirement, and does not require ACC approval when using the paint product and color stated

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above. For the steps, it is recommended that a non-slip abrasive material, such as Sherwin Williams “SharkGrip”, be added to the paint to help in preventing slip accidents.

4. Exterior railing paint is *“McCormick Georgetown Green”*. When using this paint product and color, no ACC approval is required.

JJ. **Storage Containers, Portable**

The use of temporary portable Storage Containers, commonly known as Storage PODS, is an exception to the policy of the ACC Standards, Section III, Paragraph D.  Such portable storage container units will be permitted under the following conditions:

a. The portable storage unit will be allowed within the community no more than 7 (seven) days.

 b. Portable storage units may only be placed in a resident’s driveway. They will not extend into the streets.  They are not allowed to be placed on the street.  They are not allowed in visitor parking lots.

 c. The Homeowner is responsible for the cost and repair of any damage caused by the placement, storage and/or removal of such a unit to any common property and areas, which includes streets, and the homeowner’s property.

 d. The Homeowner shall provide prior written notice to the ACC by supplying the dates of the use of the portable storage unit.

 e. The Homeowner shall request a parking pass for their vehicle to use the visitor’s parking lot during the length of time the portable storage containers in are their driveway, not to exceed 7 (seven) days.

 f. The Homeowner shall confirm that the ACC has current information for the Homeowner during the period that the portable storage containers are in their driveway.

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KK. **Trash Cans and Recycling Bins**

1. Trash cans and recycling bins must be stored out of sight. Trash cans and recycling bins cannot be set out for City of Fairfax pick-up prior to sunset the day preceding your pick-up day. Trash cans and recycling bins must be removed from the front curb following emptying and are never to be stored in front of the house or remain in public view on non-collection days.

2. Trash and garbage (perishable items) shall be contained in appropriate cans and bins and shall not be placed for pick up solely in plastic bags. If plastic bags are used, they shall be placed inside secured trash can.

LL. **Vehicles**

All vehicles belonging to residents and kept in the community must be in operational condition and properly licensed.

MM. **Windows**

1. All window replacements shall be approved by the ACC. Homeowners are required to submit an *“Application for Exterior Modification”* for approval prior to beginning any work on window replacements.

2. The replacement of windows shall be in the current style to be consistent with the existing style of the windows. Specifically, windows shall be:

 a. double-hung style.

 b. double pane with six white grids between the panes. Grids shall be the same size as the existing window grids.

3. Material for window frames and flashing may be vinyl, aluminum or wood.

Wooden frames and flashing shall be painted in the same approved color as trim on the house. For vinyl and aluminum windows and flashing, the homeowner shall match the color of the material to the approved color of trim of the house.

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**IV. APPLICATION FOR EXTERIOR MODIFICATION**

**INSTRUCTIONS**

1. Completed application form, and construction drawings, house location surveys, photographs, vendor brochures, and other specifics that help provide a clear understanding of the request, must be submitted with the applicant’s Application for Exterior Modification.

2. Drawings must be to scale.

3. Provide all dimensions, including height, building materials, color samples, etc., on new construction.

4. The house location survey must be submitted and the area of the proposed construction must be indicated on the survey. House location surveys are not required for exterior painting, storm doors, or other such modifications.

5. Photographs of existing conditions are helpful to the ACC in determining approval of the requested exterior modifications.

6. Changes in grade or other conditions that will affect drainage must be indicated. Applications may be disapproved if adjoining properties are adversely affected by drainage changes.

7. Signatures of a minimum of two adjoining homeowners, and any property owners who may be affected by the change, are required with applications. These signatures and concurrences are not a condition for approval by the ACC.

8. Applications may be submitted via email to acc@chancerysquare.net or mailed to:

FirstService Residential, Inc.

 11351 Random Hills Road

 Suite 500

Fairfax, VA 22030

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**V. ARCHITECTURAL CONVENANTS COMMITTEE**

**CHARTER**

A. Membership

The Committee shall consist of a least three members and no more than five members as appointed by the Board of Directors.

B. Terms

1. Terms will be for three years as appointed by the Board of Directors. Any seat which becomes vacant due to resignation or for any other reason shall be refilled by the Board for the remainder of the term. Should the ACC Chairperson become vacant, the Co-Chairperson shall assume the duties of the Chairperson and any member may be nominated by the ACC to the Co-Chairperson’s for the remainder of the term.

2. No member of the ACC may be a member of the Board of Directors.

3. Any resident who wishes to serve on the ACC shall submit a Letter of Intent to the ACC Chairperson for consideration within two weeks after the regularly scheduled homeowner’s association annual meeting, provided the resident is in good standing with the association.

4. At the first ACC meeting after the association annual meeting, the ACC members shall nominate a Chairperson, Co-Chairperson, and a Secretary. Names of nominees shall be forwarded to the Board of Directors for appointment by the Board.

C. Duties

1. Chairperson: Is responsible for setting the agenda and conducting the ACC meetings. Will ensure all members are properly notified of all meeting dates, times and locations. Prior to each meeting, will provide each member with an overview of the agenda. Represents the ACC at the Board of Directors meetings, either in person or by furnishing the management company a written report and minutes of the ACC’s meetings for inclusion in the manager’s report.

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2. Co-Chairperson: Assists the Chairperson and assumes all responsibilities and duties of the Chairperson in his/her absence.

3. Secretary: Accurately records and maintains the minutes of all ACC meetings. The minutes shall include the names of the members present, the date and time of the meeting, and an outline of the significant events or decisions that occurred during the meeting. After the minutes are adopted by the ACC members, the Secretary shall submit a copy to the Board of Directors and the management company.

4. All Members: Enforce the Architectural Standards, Rules and Regulations.

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**VI. ARCHITECTURAL CONVENANTS COMMITTEE**

**PURPOSE**

1. The ACC’s major function is to ensure homeowners’ requests for exterior modifications, alterations, and/or additions to each resident’s home or lot are in compliance with the Architectural Standards and procedures outlined in this document.

2. The Management Company representative, under the direction of the ACC, shall conduct an annual inspection of all home exteriors, lots and common areas noting any violations or unauthorized changes. The ACC or Management Company will promptly notify any homeowner, in writing, who is not in compliance with the Architectural Standards of the association. The homeowner shall then be required to take the appropriate corrective action to bring the home into compliance. If not corrected within the specific time in the violation letter, the Board of Directors may exercise their authority to imposed a daily penalty fee to the homeowner.

3. In addition to the annual scheduled inspections, the ACC will inspect the community and the exterior of homes on a routine basis.

4. The ACC will review applications submitted by the homeowners for exterior modifications to the home, and/or lot, and shall approve, modify or deny said application within 30 days and in accordance with the Governing Documents and Architectural Design Guidelines of the Association.

5. The ACC will periodically review the standards and submit any recommended amendments to the Board of Directors for their approval. Additionally, the ACC will provide the homeowners with the opportunity to submit proposed changes to the Architectural Standards. If the ACC deems the proposed changes appropriate, the suggested changes will be forwarded to the Board of Directors for approval.

6. The ACC will work in conjunction with the Board of Directors, the Management Company, and legal counsel regarding the interpretation, development and implementation of the Architectural Standards.

7. The ACC will maintain consistent communication and a working relationship with the homeowners, Board of Directors, other committees and the management company.

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8. The ACC will maintain complete and accurate records of all actions taken.

9. The ACC will annually review and amend or delete any provisions within this Charter which may be deemed necessary, with the approval of the Board of Directors.

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**VII. ARCHITECTURAL CONVENANTS COMMITTEE**

**MEETINGS**

1. The ACC shall meet once a month or as needed at a time and place designated by the ACC. A meeting may be suspended if there is no business to address.

2. Special meetings of the ACC may be called by any 2 members of the committee after not less than 3 days’ notice to each member. A majority of the committee members shall constitute a quorum at any meeting.

3. Meetings will be held as necessary to comply with the 30-day approval/denial requirement. The dates, times, and location of the meetings will be at the Committee’s discretion.

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**CHANCERY SQUARE HOMEOWNER’S ASSOCIATION, INC.**

***APPLICATION FOR EXTERIOR MODIFICATION***

Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Proposed Change: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Submission: Yes No

**INSTRUCTIONS TO APPLICANT**

1. Consult the Chancery Square Architectural Standards for specific submittal requirements for each proposed change.

2. Submit this application form, drawings, measurements, permits, and other required documents to:

Chancery Square Architectural Covenants Committee

jbwfairfax@cox.net

or

c/o FirstService Residential, Inc.

11351 Random Hills Road

Suite 500

Fairfax, VA 22030

3. All ground level patio applications should describe in detail how drainage will be maintained, and how downspout water runoff will be directed. Include description of pipe and drainage bed.

4. Attached a copy of the contractor’s contractor. Monies may be blackened out.

5. At the discretion of the ACC, a survey plat may be required for approval of some projects. The homeowner will be notified accordingly.

Please describe the proposed changes (attach additional sheets, if necessary):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Estimated completed date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Allow 30 days for ACC approval prior to start date.)

Obtain signatures of all property owners who will be affected by the change; a minimum of two. The signatures indicate an awareness of applicant’s intent and do not constitute or indicate approval or disapproval.

 Signature Address I acknowledge that I have

 reviewed this application.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ yes or no

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ yes or no

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ yes or no

Anyone signing this application may contact the ACC to give additional information.

August 2021

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For the Homeowner:

1. I agree that compliance with Chancery Square Architectural Guidelines and approval of

 the ACC do not constitute compliance with County or City building zoning codes, and ACC

 approval shall not be constituted as a waiver or modification of any code restriction.

2. I agree that no changes will be started until written approval of the ACC has been received by

 me, and that if changes are made without approval, I will be required to return the property to

 its former condition at my own expense and pay full legal fees incurred if this application is

 denied.

3. I agree that members of the ACC shall be permitted to enter upon my property after prior

 notification to me, and at a reasonable time, for the purpose of inspecting the proposed

 changes, the project progress, and the completed project. Such entry shall not constitute a

 trespass.

4. I agree that the authority granted to make the proposed changes will be revoked automatically

 if changes requested have not commenced within 180-days of the approval date and

 completed by 180-days thereafter.

5. I understand that if any property changes are located in a common shared easement area,

 removal or damage may be required in order to perform maintenance in the easement area,

 and that such additions will not be replaced by the Association, its successors or assigns.

Homeowners Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Checklist for Homeowner:

 \_\_\_ I have included a description of the proposed changes.

 \_\_\_ I have included signatures of a least two (2) affected neighbors.

 \_\_\_ I have included a detailed drawing of the proposed changes.

 \_\_\_ I have included a copy of the contractor’s proposal. (Monies may be blackened out.)

\_\_\_ I have read and signed the application.

**For Committee Use Only**

**Action:** \_\_\_ Approved \_\_\_\_\_ Denied

**Provisions**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signatures:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

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August 2021

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