



Chadwick Square

C/O Diamond Realty Management ♦ 790 Watervliet Shaker Road ♦ Latham, NY 12110-2207
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Relating to compliance of home and lot exterior appearance.

WHEREAS, Article III of the Amended and Restated Declaration of Covenants, Conditions and Restrictions (“Declaration”) states the Chadwick Square Park Association, Inc. (“Association”) was formed to own, operate and maintain the Association Property, enforce the Covenants, Conditions and Restrictions set for the in the Declaration and to have such other specific rights, obligations, duties and functions as are set forth in the Declaration, the Certificate of Incorporation and the Bylaws;

WHEREAS, Article X of the Bylaws, Powers and Duties of the Board, states the Board has the power to exercise for the Association all powers, duties and authority vested in or delegated to the Association in law and not reserved to the Owners by other provisions of the Bylaws, the Articles of Incorporation or the Declaration;

WHEREAS, Article XIV of the Declaration, Enforcement and Compliance, provides the right of the Association and obligation of the Board of Directors to enforce and take any such actions necessary to achieve enforcement and compliance with the Declaration and Bylaws;

WHEREAS, the Association recognizes and defines three types of non-compliance or violations:

- (i) structural violation – failure to comply with CSPA Policies related to Declaration, Article VII
- (ii) procedural violation – failure to apply to the Architectural Committee and to secure Board approval for exterior projects that require approval according to the Declarations
- (iii) general violation – activities deemed to be noncompliant with specifically delineated items in the Declarations not otherwise addressed in Board policies or resolutions, including but not limited to the following: 7.01, 7.09, 7.10, 7.11, 7.12, 7.13, 7.16, 7.18, 7.19, 7.20, 7.21, 7.22, 7.23, 7.24, 7.25, 7.26, 8.02, 8.03, 10.01 and 14.02.

WHEREAS, the Board of Directors has established the fine structure for such violations:

Violation	Days to Compliance	Total Fine
First Structural Violation	Corrected per first dated notice	\$0
	Corrected within 30 days of date stipulated in notice	\$100
	Corrected within 60 days of date stipulated in notice	\$300
	Corrected within 90 days of date stipulated in notice	\$500
Subsequent Structural Violation*	Upon occurrence and corrected per notice	\$100
	Corrected within 30 days of date stipulated in notice	\$300
	Corrected within 60 days of date stipulated in notice	\$500
	Corrected within 90 days of date stipulated in notice	\$1,000
First Procedural Violation	N/A	\$300
Subsequent Procedural Violation*	N/A	\$500
First General Violation	Corrected per first dated notice	\$0
	Not corrected per notice	\$25/day
Subsequent General Violation of the same type*	N/A	\$25/day

* by this Owner/Resident or Guest at any property owned in Chadwick Square

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors affirms the above fine schedule for violations and will, within their power, take any such actions necessary to achieve enforcement and compliance with the Declaration and Bylaws, including but not limited to engaging a management company to assist.

Approved:

Date: November 25, 2018

President: Bonnie Brautigam

Secretary: Denis Whalen

Arbor and Trellis

Issued: July 15, 2004

Last Updated: October 25, 2018

Contact: [Architectural Committee Chair](#)

Declaration References: 6.01 and 6.08

Responsible Parties: [Homeowner](#)

POLICY STATEMENT

An arbor or trellis may be installed or replaced in accordance with the provisions and responsibilities below. When an existing arbor or trellis is in violation of any requirement, the Board will require that corrections be made at the time of any addition, replacement or change.

1. An arbor or trellis may be no higher than seven (7) feet above the ground.
2. Colors, paints or stains must be of neutral earth tone shades.

DEFINITIONS

Arbor – a shaded place formed by leaves and branches of trees and plants that interweave naturally or are trained to grow around a trellis or other structure.

Neutral Earth Tone Color or Shade – a warm, muted color containing some brown

Trellis – Latticework or other structure used to support plants, trees or other vegetation that form an arbor used to support climbing vegetation.

RESPONSIBILITIES

Homeowners

1. Ensure that construction or installation of an arbor or trellis complies with the policy.
2. This project does not require Board approval; no CSPA Application for Exterior Work is required.
3. If it is necessary for the owner or contractor to be on the contiguous property(ies) while working:
 - a. get written permission from the owners of the contiguous home(s)

- b. confirm that such homeowners/properties are covered by the contractor's liability insurance protection.

Complaints

Issued: December 27, 2018

Last Updated: N/A

Contact: [Board Vice President](#)

Responsible Parties: [Homeowner, Management Company](#)

POLICY STATEMENT

All complaints about a neighbor's compliance with restrictions, conditions and covenants must be put in writing to the Management Company.

RESPONSIBILITIES

Complainant

1. Reports the compliance concern(s) to the Management Company in writing at service@drm.net or Sentry Management, 790 Watervliet Shaker Road, Latham, NY 12110-2207. **NOTE:** Verbal complaints will not be addressed.

Management Company

1. Records the concern.
2. Initiates the violation procedure.

Deck

Issued: December 27, 2018

Last Updated: n/a

Contact: [Architectural Committee Chair](#)

Declaration References: 7.05

Responsible Parties: [Homeowner](#)

POLICY STATEMENT

A deck may be modified, replaced or installed in accordance with the provisions and responsibilities below.

1. All materials must be of wood or composite materials with the appearance of wood. Staining is permitted (no paints); colors must be of neutral earth tone or wood shades.
2. Decks may project no more than 16 feet from the main rear wall of the home.
3. No part of any deck, except railings or steps, may be higher than either:
 - a. the interior floor level of the house at the point of exit to the deck, or
 - b. eight inches above the highest existing grade below the deck surface.
4. Railings may not exceed 36 inches in height measured from the deck floor.
5. An existant deck for which a homeowner seeks replacement pursuant to this policy provided it does not encroach on common property, will be deemed to have been properly approved in accordance with the provisions contained herein and will be “grandfathered” to its original dimensions, notwithstanding its noncompliance with any other portion of this policy.

Note the adoption of this policy corresponds to the immediate rescission of the Deck policy last updated on November 15, 2018.

DEFINITIONS

Deck – an exterior floor surface, extending outward from the rear of a structure as an integral part of that structure, intended to accommodate multipurpose outdoor activities.

RESPONSIBILITIES

Homeowners

1. Obtain Board approval before installing, modifying or replacing the deck according to the

[Exterior Appearance Projects – Homes](#) policy and procedure.

2. In the [CSPA Application for Exterior Work](#), include the contractor's scaled drawings and descriptions showing the exact configuration and dimensions of the deck, its location relative to the building and common property lines, and other details such as steps, railings, built-in seating or other features.

Driveway

Issued: November 21, 2002

Last Updated: October 25, 2018

Contact: [Architectural Committee Chair](#)

Declaration References: 6.08

Responsible Parties: [Homeowner](#)

POLICY STATEMENT

A driveway may be replaced, maintained or resurfaced in accordance with the provisions and responsibilities below. Where an existing driveway is in violation of any requirement, the Board will require that corrections be made at the time of replacement.

1. Materials must be bituminous. This is consistent with construction recommendations for the northeastern United States.
2. The width of the driveway shall not exceed the width of the garage floor.

DEFINITIONS

Bituminous Materials – an asphalt, blacktop or macadam-like substance

RESPONSIBILITIES

Homeowners

1. Ensure that replacement, maintenance or resurfacing of the driveway complies with the policy.
2. This project does not require Board approval; no [CSPA Application for Exterior Work](#) is required.

Exterior Appearance Projects – Association Property

Issued: November 15, 2018

Last Updated: n/a

Contact: [Architectural Committee Chair](#)

Declaration References: 1.01, 4.01, Articles VI – VIII

Responsible Parties: [Management Company](#)

POLICY STATEMENT

Association property must be kept in good condition and repair. Alterations, modifications or improvements to Association property must comply with the Declarations and Board policies for exterior projects. Prior to authorizing and/or contracting for Association exterior projects, the Management Company must consult with the Architectural Committee Chair regarding compliance with said Declarations and Board policies.

DEFINITIONS

Association Property/Common Property – see Declaration Section 1.01

RESPONSIBILITIES

Management Company

1. Consults with the Architectural Committee Chair to affirm compliance of proposed exterior projects to the Declarations and policies regarding Association property exterior appearance.
2. Obtains approval of the Board regarding said project.

Architectural Committee Chair

1. Reviews specifications for proposed Association exterior projects and advises the Management Company of any required changes to ensure compliance with the policies and Declarations.

Board

1. Considers the project specifications provided by the Management Company then approves or denies the Association exterior appearance project.
2. Conveys results of its consideration to the Management Company.
3. Establishes policies regarding the exterior appearance of Association Property.

Exterior Appearance Projects - Homes

Issued: December 27, 2018

Last Updated: n/a

Contact: [Architectural Committee Chair](#)

Declaration References: 1.01, 6.01, 6.08, 8.01, 8.02

Responsible Parties: [Homeowner](#)

POLICY STATEMENT

Homeowners must maintain the exterior of their home in good condition and repair. Alterations, modifications or improvements to the exterior of homes must comply with the Declarations and Board policies for exterior projects. For certain types of alterations, modifications or improvements to a home's exterior, homeowners must submit an application for Board review and approval prior to initiating the project.

Note the adoption of this policy corresponds to the immediate rescission of the Exterior Appearance policy last updated on June 22, 2011.

DEFINITIONS

Home – see Declaration Section 1.01

Lot – see Declaration Section 1.01

RESPONSIBILITIES

Architectural Committee

1. Establishes procedures for the submission and review of applications for home exterior projects consistent with the Declarations and Board policies.
2. Reviews applications from homeowners for exterior projects and recommends approval or disapproval to the Board regarding the compliance of such applications with the policies and Declarations.
3. Recommends policies to the Board for the exterior appearance of homes.

Board

1. Considers Architectural Committee recommendations for the approval or disapproval of home exterior appearance projects.

2. Authorizes the Architectural Committee Chair to convey project approval or disapproval on behalf of the Board.
3. Establishes policies regarding the exterior appearance of homes.

Homeowner

1. Complies with the Declarations, policies and procedures regarding home exterior appearance. See “Compliance with CSPA Policies, Restrictions, Conditions and Covenants” for additional information.

Exterior Lighting

Issued: June 1995

Last Updated: October 25, 2018

Contact: [Architectural Committee Chair](#)

Declaration References: 1.01, 6.08, 7.15

Responsible Parties:

[Homeowner](#), [CSPA Board](#), [Architectural Committee](#), [Management Company](#)

POLICY STATEMENT

Post lamps and lighting fixtures attached to the exterior walls may be installed or replaced in accordance with the provisions and responsibilities below.

1. Replacement lamps must be black and of a similar architectural style and appearance as the original.
2. Post lamps may not be moved from the original location, except that the Board may consider approving a relocation that would result in the post being more in line with other post lamps on the street.
3. Spot or flood lamps are prohibited except for limited holiday use that does not encroach upon or in other ways interfere with neighboring homes.

DEFINITIONS

Home – see Declaration 1.01

RESPONSIBILITIES

Homeowners

1. Obtain Board approval before installing or replacing an exterior lighting fixture according to the “Exterior Appearance Projects – Homes” policy and procedure.
2. In the CSPA Exterior Change Application, note any changes from the existing location and attach a picture of the current and proposed lamp.

Exterior Modifications to Accommodate Handicapped

Issued: February 18, 2011

Last Updated: RESCINDED

Contact: [Architectural Committee Chair](#)

Declaration References: 6.08

Responsible Parties: [Homeowner](#)

RECISSION OF POLICY STATEMENT

This policy is rescinded for the following reasons:

1. Portions of the policy unduly involve the Association in homeowner sales transactions.
2. Portions of the policy are redundant of federal, state and local laws, regulations and codes that all homeowners must follow.

In rescinding the policy, the Association affirms the right of all homeowners to alter or modify their home to accommodate the handicapped, whether they are homeowners, residents or guests, as long as the modifications comply with other Association policies.

NOTE: Notices of rescinded policies are posted on the website for one year.

Fence

Issued: March 1995

Last Updated: December 27, 2018

Contact: [Architectural Committee Chair](#)

Declaration References: 1.01, 7.07

Responsible Parties: [Homeowner](#)

POLICY STATEMENT

Fences may be installed, modified and replaced in accordance with the provisions and responsibilities below. Where existing fences are in violation of any requirement, the Board will require that corrections be made at the time of any addition, replacement or change.

Location

1. Homeowners are not permitted to install a fence on Association property or outside their property line.
2. Privacy fences must remain in the same location and be of the same length as original fences installed by the builder.
3. Privacy fences on the outside of end units may not be located more than four feet outside the rear corner of the building regardless of the location of the property line.
4. Rear enclosure fences may be installed parallel to the main rear wall of the building, but not more than 16 feet distant from the main wall and not on Association property.

Dimensions

1. If approved by the Board, privacy fences that were originally less than 16 feet in length may be extended to not more than 16 feet in length.
2. Privacy fences may be no higher than five feet, as measured from the patio or deck surface.
3. Rear enclosure fences may taper from the original height of the fence to a minimum height of four feet within eight feet of each end. The remainder of the rear enclosure fence must be of uniform height and may include a gate of the same height.
4. Existing privacy fences on the outside of end homes may be replaced by five foot high evergreen screens sufficiently dense to provide limited visibility similar to the fence being replaced.
5. An evergreen screen must be maintained to the same length as the fence it replaces, at a height between five and seven feet.

Materials

1. All fences (excluding evergreen privacy screens) must be of wood or composite materials with the appearance of wood.
2. Fences, posts and gates must be a Homestead design with a Plantation top. The panels may be configured as board-on-board or side-by-side.

3. Staining is permitted (no paints); colors must be of neutral earth tones or weathered wood shades.

DEFINITIONS

Privacy Fence – an upright barrier to mark a boundary, control access and provide privacy from an adjoining home

Rear Enclosure Fence – an upright barrier to mark a boundary and control access to the back of the home from adjoining property

Evergreen Screen – a barrier of trees or shrubs of a variety and type that has leaves throughout the year to mark a boundary, control access and provide privacy

RESPONSIBILITIES

Homeowners

1. Make a reasonable attempt to conform to the fence dimensions and materials used by homeowners within the same building to provide a relatively uniform appearance.
2. Obtain Board approval before installing, modifying or replacing the fence according to the “Exterior Appearance Projects – Homes” policy and procedure.
3. In the [CSPA Application for Exterior Work](#), include the contractor’s scaled drawings and descriptions showing the exact configuration and dimensions of the fence, its location relative to the building and common property lines, and other details relative to the proposed stain, paint or finish, if any. Note any changes from the current fence.
4. Fences must be maintained and kept in good condition by the owner.
5. Dead or seriously damaged sections of evergreen screens must be replaced with like size and type in a timely manner.

Garage Door

Issued: November 1996

Last Updated: October 25, 2018

Contact: [Architectural Committee Chair](#)

Declaration References: 1.01, 7.03

Responsible Parties: [Homeowner](#)

POLICY STATEMENT

Garage doors must be painted and/or replaced in accordance with the provisions and responsibilities below. Where an existing garage door is in violation of any requirement, the Board will require that corrections be made at the time of painting and/or replacement.

1. Garage doors must be either wood or metal.
2. Replacement doors must have the same horizontal and vertical panel configuration as the original.
3. Paint colors are determined as follows:
 - a. Garages in Sections 1 and 2 of the neighborhood are to be painted the same color as the original wooden trim of the building
 - b. Garages in Sections 3 and 4 of the neighborhood are to be painted the same color as the building's siding.

DEFINITIONS

Sections 1 and 2 – Addresses including: Quincy Court, Quincy Road, and 22-56 Commonwealth Drive

Sections 3 and 4 – Addresses including: Brightonwood Road, 58-96 Commonwealth Drive, Constitution Court, Constitution Drive, Rusfield Drive, Standish Drive and York Road

RESPONSIBILITIES

Homeowners

1. Obtain Board approval before replacing or painting or replacing the garage door according to the “Exterior Appearance Projects – Homes” policy and procedure.
2. In the [CSPA Application for Exterior Work](#), include the garage door material and details related to the door panels and color. Note any changes from the current garage door.

House Number

Issued: May 2002

Last Updated: October 25, 2018

Declaration References: 7.17

Responsible Parties: [Homeowner](#)

POLICY STATEMENT

Each unit will have a house number displayed in accordance with the provisions and responsibilities below.

1. The house number must be displayed in numerical form on the front of the house and visible from the road.
2. The house number must be of a color and size visible from the road.

Compliance is essential to safety. First responders and visitors must be able to verify the address from the road.

DEFINITIONS

First responder – a person (such as a police officer or an emergency medical technician) who is among those responsible for going immediately to the scene of an accident or emergency to provide assistance

RESPONSIBILITIES

Homeowners

1. Comply with the above policy.

Patio

Issued: May 1995

Last Updated: November 15, 2018

Contact: [Architectural Committee Chair](#)

Declaration References: 7.06

Responsible Parties: [Homeowner](#)

POLICY STATEMENT

Patios may be modified, replaced or installed in accordance with the provisions and responsibilities below.

1. Materials must be of natural stone, brick, stamped concrete or concrete pavers of neutral earth tone shades.
2. No gravel or bituminous materials such as asphalt, blacktop or macadam-like materials will be approved.
3. A patio may be located in the rear yard or incorporate with the entry walkway.
4. A patio must be so designed as not to adversely affect the drainage patterns of the neighborhood.
5. A front entry patio may not exceed 100 square feet in area.
6. No appliances (e.g., outdoor grills) may be left on the front patio overnight.
7. Railings may not exceed 36 inches in height measured from the patio floor.
8. Railings must be of the same materials as the patio or must be colored, painted or stained black or in neutral earth tone shades.

The issuance of this policy corresponds to the rescission of the “Patio” portion of the Deck and Patio policy adopted May 1995 as it was revised on June 22, 2011. Such partial rescission of the Deck and Patio policy is effective on the date of issuance of the present policy.

DEFINITIONS

Patio – a ground level paved area intended to accommodate multipurpose outdoor activities.

RESPONSIBILITIES

Homeowners

1. Obtain Board approval before installing, modifying or replacing the patio according to the “Exterior Appearance Projects – Homes” policy and procedure.
2. In the [CSPA Application for Exterior Work](#), include the contractor’s scaled drawings and descriptions showing the exact configuration and dimensions of the patio, its location

relative to the building and common property lines, and other details such as steps, railings, built-in seating or other features, and proposed materials and colors. Note any changes from the current patio.

Roof

Issued: Prior to 2004

Last Updated: November 15, 2018

Contact: [Architectural Committee Chair](#)

Declaration References: 1.01, 7.02

Responsible Parties: [Homeowner](#)

POLICY STATEMENT

Roofs may be replaced in accordance with the provisions and responsibilities below.

1. No roof lines may be changed from the original construction. By extension, the footprint of any unit or building may not be changed.
2. The Board may adopt changes to the [Architectural Committee Color/Style Requirements](#) chart for any building as may be necessary when roofing manufacturers and materials change and when an existing color is no longer available.
3. In the latter case, the Board and homeowners will work through the Architectural Committee in an attempt to find mutually acceptable colors for replacement shingles. The Board holds the final authority on the choice and approval of the new color.
4. The Board and homeowners recognize that colors fade and the need for replacement may vary from unit to unit, and further acknowledge that replacing the roof on one unit may mean that the roof color and/or the appearance of adjoining units cannot be identical.
5. Where existing roofs are in violation of any requirement, the Board will require that corrections be made at the time of replacement.

This policy maintains the consistent aesthetic appearance of the homes.

DEFINITIONS

Building – see Declaration Section 1.01.g.

Unit – see Declaration Section 1.01.t.

Shingle – a small thin piece of building material often with one end thicker than the other for laying in overlapping rows as a covering for the roof or sides of a building.

RESPONSIBILITIES

Homeowners

1. Make a reasonable attempt to conform to the shingle style (architectural or traditional) used by homeowners within the same building to provide a relatively uniform appearance.
2. See [Architectural Committee Color/Style Requirements](#) chart for guidance regarding acceptable shingle colors. Only shingles that closely match the colors on this chart will be considered.
3. Obtain Board approval before installing, modifying or replacing the fence according to the “Exterior Appearance Projects – Homes” policy and procedure.
4. In the [CSPA Application for Exterior Work](#), include a sample of the shingle and the manufacturer’s name if the shingle is not identified on the Color/Style Requirements chart. Note any changes to the shingle style and color from the current shingle.
5. Ensure that the contract states that the existing roofing material will be removed to the plywood deck and that all debris resulting from the work will be removed from the premises by the contractor as the work is completed.
6. If it is necessary for the owner or contractor to be on the contiguous property(ies) while working:
 - a. get written permission from the owners of the contiguous home(s)
 - b. ensure such homeowners/properties are covered by the liability insurance protection.

Satellite TV Dish

Issued: November 1996

Last Updated: October 25, 2018

Contact: [Architectural Committee Chair](#)

Declaration References: 6.08

Responsible Parties: [Homeowner](#)

POLICY STATEMENT

Satellite TV dishes may be installed or replaced in accordance with the provisions and responsibilities below. Where an existing satellite TV dish is in violation of any requirement, the Board will require that corrections be made at the time of replacement or discontinued use.

1. Only one satellite TV dish is permitted.
2. The satellite TV dish will not exceed one meter in diameter and will be positioned in the most inconspicuous location possible that does not degrade an acceptable quality signal.

DEFINITIONS

Acceptable quality – of sufficient strength and clarity such that enjoyable TV reception is not impaired

RESPONSIBILITIES

Homeowners

1. Obtain Board approval before installing or replacing a satellite TV dish according to the “Exterior Appearance Projects – Homes” policy and procedure.
2. In the [CSPA Application for Exterior Work](#), include the intended location and size of the satellite TV dish. Note any changes from the existing satellite TV dish.

Siding

Issued: July 2010

Last Updated: October 25, 2018

Contact: [Architectural Committee Chair](#)

Declaration References: 1.01, 7.08

Responsible Parties: [Homeowner](#)

POLICY STATEMENT

Siding may be repaired, painted or replaced in accordance with the provisions and responsibilities below. Where existing siding is in violation of any requirement, the Board will require that corrections be made at the time of replacement.

1. The Board may, at its discretion, adopt changes to the [Architectural Committee Color/Style Requirements](#) chart for any building as may be necessary when siding manufacturers and materials change and when an identified color is no longer available. The Board holds the final authority on the choice and approval of all colors.
2. The Board and homeowners acknowledge that colors fade. The need for replacement may vary from unit to unit, and that replacing the siding on one unit may mean that the siding color and/or the appearance of adjoining units cannot be identical.

DEFINITIONS

Building – see Declaration Section 1.01.g.

Unit – see Declaration Section 1.01.t.

RESPONSIBILITIES

Homeowners

1. Make a reasonable attempt to conform to the approved siding color used by homeowners within the same building to provide a relatively uniform appearance.
2. If a new color needs to be chosen (see paragraph 1 above), the homeowners from that building will work with the Board through the Architectural Committee in an attempt to find mutually acceptable colors for replacement siding.
3. See [CSPA Architectural Committee Color/Style Requirements](#) chart for guidance regarding acceptable siding colors. Only siding that matches the colors on this chart will be considered (color names may vary by manufacturer).

4. Obtain Board approval before repairing or replacing siding according to the [Exterior Appearance Projects – Homes](#) policy and procedure.
5. In the [CSPA Application for Exterior Work](#), include a sample of the siding and the manufacturer's name if the siding is not identified on the [CSPA Architectural Committee Color/Style Requirements](#) chart. Note any changes in style, material or color from the current siding.
6. Ensure that the contract states that all debris resulting from the work will be removed from the premises by the contractor as the work is completed.

Skylight

Issued: November 15, 2018

Last Updated: n/a

Contact: [Architectural Committee Chair](#)

Declaration References: 6.03

Responsible Parties: [Homeowner](#)

POLICY STATEMENT

Skylights may be installed or replaced in accordance with the provisions and responsibilities below.

1. A replacement skylight must be of similar appearance and size as the existing skylight.
2. A new skylight must be appropriately sized to the space, similar to other skylights installed throughout the community.
3. Architecturally, any skylight design/style and surface must be parallel to the roof. The casing and trim color must be complementary to the roof shingle color.
4. The Board may, at its discretion, approve a different window if the existing style is no longer available.
5. The window must be clear and transparent glass. Etching, beveling, and coloration of the window surface are not permitted, except that which is incidental to the infusion of clear gas or other clear energy-saving characteristics of the window.
6. Where existing skylights are in violation of any requirement, the Board will require that corrections be made at the time of replacement.

DEFINITIONS

Skylight - an opening in a roof that contains a sheet of glass designed to admit light.

RESPONSIBILITIES

Homeowners

1. Obtain Board approval before replacing windows according to the “Exterior Appearance Projects – Homes” policy and procedure.

2. In the [CSPA Application for Exterior Work](#), include manufacturer's specifications, photos or descriptive drawings of each specific skylight. Note any changes from the current skylight(s).
3. Ensure that the contract states that all debris resulting from the work will be removed from the premises by the contractor as the work is completed.

Solar Energy Panels

Issued: January 14, 2016

Last Updated: November 15, 2018

Contact: Architectural Committee Chair

Declaration References: 6.08

Responsible Parties: [Homeowner](#)

POLICY STATEMENT

No solar panels may be installed.

The Board made this determination following a detailed exploration and discussions regarding the safety of solar panels and aesthetic concerns voiced by homeowners.

DEFINITIONS

Solar Energy Panels – installations on home or property used to transform the sun's energy to produce electricity and heat.

RESPONSIBILITIES

Homeowners

1. Homeowners may not install solar energy panels.

Utility Meters

Issued: November 1996

Last Updated: November 15, 2018

Contact: [Architectural Committee Chair](#)

Declaration References: 7.13

Responsible Parties: [Homeowner](#)

POLICY STATEMENT

Exterior utility meters and visible piping may be painted the same color as the siding of the home. In addition to painting, utility meters may be screened in accordance with the provisions and responsibilities below.

1. Shrubbery, greenery or lattice screening may be used.
2. Lattice shall be painted the same color as the siding or trim of the home.

This policy maintains the consistent aesthetic appearance of the homes.

DEFINITIONS

Lattice – a structure consisting of strips of wood or metal crossed and fastened together with square or diamond-shaped spaces left between, used typically as a screen or fence or as a support for climbing plants

RESPONSIBILITIES

Homeowners

1. See [Architectural Committee Color/Style Requirements](#) chart for guidance regarding paint colors.
2. If lattice screening is desired, obtain Board approval before installing or replacing it according to the “Exterior Appearance Projects – Homes” policy and procedure.

Walkway

Issued: November 21, 2002

Last Updated: October 25, 2018

Contact: Architectural Committee Chair

Declaration References: 6.08

Responsible Parties: [Homeowner](#)

POLICY STATEMENT

Front and side walkways may be modified, replaced or installed in accordance with the provisions and responsibilities below.

1. Materials must be of natural stone, brick, stamped concrete or concrete pavers of neutral earth tone shades.
2. No gravel or bituminous materials such as asphalt, blacktop or macadam-like materials will be approved.
3. The walkway must not be more than four feet in width or encroach on common area.

The Board made this determination as the result of aesthetic concerns voiced by homeowners and construction recommendations for the northeastern United States.

DEFINITIONS

Bituminous Materials – include asphalt, blacktop and macadam-like substances

RESPONSIBILITIES

Homeowners

1. Obtain Board approval before modifying or replacing the walkway according to the “Exterior Appearance Projects – Homes” policy and procedure.
2. In the [CSPA Application for Exterior Work](#), include the contractor’s proposal with dimensions, specifications and material sample to indicate size, color, configuration or construction materials. Note any changes from the current walkway.

Window

Issued: February 1996

Last Updated: October 25, 2018

Contact: [Architectural Committee Chair](#)

Declaration References: 7.14

Responsible Parties: [Homeowner](#)

POLICY STATEMENT

Windows may be replaced in accordance with the provisions and responsibilities below.

1. A replacement window must be of similar appearance and size as the existing window.
2. Architecturally, flush windows must be replaced with flush windows, and projecting windows must be replaced with projecting windows.
3. Operating characteristics of replacement windows (e.g., double hung or casement) may vary from the original as long as the general architectural style is maintained.
4. The Board may, at its discretion, approve a different window if the existing style is no longer available.
5. Windows must be clear and transparent glass. Etching, beveling, tinting and coloration of the window surface are not permitted, except that which is incidental to the infusion of clear gas or other clear energy-saving characteristics of the window.
6. Grills, shades and other aesthetic features of the window are the choice of the homeowner.
7. Exterior paint, grill and/or trim colors must be consistent with the original construction in each area. Windows in the sections south of the drainage easement must be as close as possible to the original almond color. Windows in the sections more recently constructed homes generally north of the drainage easement must be white in color.
8. Where existing windows are in violation of any requirement, the Board will require that corrections be made at the time of replacement.

This policy maintains the consistent aesthetic appearance of the homes over time.

DEFINITIONS

Window – an opening in a wall that contains a sheet of glass

RESPONSIBILITIES

Homeowners

1. See [Architectural Committee Color/Style Requirements](#) chart for guidance regarding acceptable trim, grill and paint colors. Only those that match the colors on this chart will be considered (color names may vary by manufacturer).
2. Obtain Board approval before replacing windows according to the “Exterior Appearance Projects – Homes” policy and procedure.
3. In the [CSPA Application for Exterior Work](#), include manufacturer’s specifications, photos or descriptive drawings of each specific window. Note any changes from the current window(s).
4. Ensure that the contract states that all debris resulting from the work will be removed from the premises by the contractor as the work is completed.