Lafayette Village Community Association

February/March 2018 Newsletter

ACC Inspections to begin March 12

The Annual ACC Inspection of all Lafayette Village homes will begin on March 12-14. These inspections ensure that all homes in our community meet our architectural guidelines defined in the ACC guidelines document located on the LVCA website at http://www.lafayettevillage.org/docs/RevisedACCGuidelinesAugust2016.pdf. These inspections also help you identify maintenance needs for your home you might otherwise miss.
The inspection schedule follows:

- March 12: Inspections start, weather permitting
- March 23: Inspection violation letters mailed to homeowners, with 30 days allowed for correction or a response
- April 24-25: Second inspection, to verify those corrections that have been made and to identify violations that remain uncorrected with no plans for correcting them
- April 30: Second inspection violation letters mailed to homeowners, with 15 days allowed for correction or a response
- May 17: Re-inspection of all properties receiving 2nd inspection violation letters. Pool passes reviewed
- May 22: Results of spring inspection reported to ACC, Board of Directors, Pool Committee
- On or after May 22: 2018 Pool pass stickers mailed to all homeowners in compliance
- July 9: ACC Violations Hearings

In this issue…

- ***LVCA meeting schedules***
- ***Committee updates***
- ***Prepping for the ACC Spring inspection***
- ***Community Notes***
- ***and more…!!***

Since we've had a mild winter, take the opportunity to give your home a critical review and begin planning for spring maintenance. If you do receive a violation letter, **don't ignore it** – respond to it promptly. And either correct the violation or respond to the management company with a plan indicating when your violation will be corrected. Some violations take time to correct, but if you let Sequoia know what your plan is and when the violation will be corrected, you will be considered in compliance. If you don't respond to the violation letter and don't correct the violations, you will lose your pool privileges and may be subject to violation charges and the loss of your parking spaces!

Our Community Information….

LVCA Board Members

Michelle Kloc – President
703-304-6736
lvca.bod.president@gmail.com

Vacant – Vice President

John Alexander – Treasurer
jmalex14@msn.com

Amy Phipps – Secretary
akp3719@gmail.com

Steve Longstreet – Member-at-Large
slongstreet@gmail.com

Committee Chairs

Architectural Control – Angela Cutter
aicutter50@gmail.com

Grounds – Mike Nutbrown
grounds@lafayettevillage.org

Finance – John Alexander
jmalex14@msn.com

Pool & Recreation – Lisa Conoly
lisac_234@hotmail.com

Communications – Vacant
lvcawebmaster@lafayettevillage.org

Neighborhood Watch – Vacant

Sequoia Management Company
Dale Edwards
dedwards@sequoiamgmt.com
Phone: 703-803-9641
Fax: 703-968-0936

Patriot Disposal Services
Phone: 703-257-7100

Newsletter Editor – Cheryl Ryefield
newsletter@lafayettevillage.org

Consider Electronic Payment for HOA Fees

To avoid hassles with locating your coupon book, remembering to pay your quarterly HOA fees, and dealing with pesky late fees and interest payments, sign up for Automatic Direct Debit payments. The Authorization Agreement for Direct Payments form is on the website at http://www.lafayettevillage.org/docs/AutomaticDebitFormLVCA.pdf.

LAFAYETTE VILLAGE COMMUNITY EVENTS CALENDAR
Monthly Meetings (Check our Website for Details)

Board Meetings – Meetings are typically the second Monday of every month at 7 p.m. at Mason Crest Elementary School, 3705 Crest Dr., Annandale, VA 22003

ACC Meetings – 3rd Thursday of the month at 7:00 p.m. at 3713 Yorktown Village Pass

Grounds Committee – 4th Monday of the month at 7:30 p.m. at 7920 Brunswick Forest Pass

Finance Committee – 3rd Tuesday of month at 7:00 p.m. at 7900 Peyton Forest Trail

Neighborhood Watch – TBD

Fairfax Federation – 3rd Thursday of month at 7:30 p.m. at Providence Community Center, 3001 Vaden Dr, Fairfax

Mason District Council – Contact Donna Jacobson at jacobsond48465@gmail.com

All residents, including renters, are invited to attend scheduled meetings.

Volunteers Needed!

Volunteers are the lifeblood of Lafayette Village, ensuring the community remains a great place to live, raise a family, and even retire! We rely heavily on a dedicated group of volunteer committee members to accomplish much of the planning and detailed work that makes our community excellent.

While all our committees can use additional members, we especially need volunteers for the **Finance Committee** and the **Neighborhood Watch Committee,** and need **another member on the Board of Directors.** If you're interested in contributing to your community, consider volunteering for one of these committees. Send an email to lvca.bod.president@gmail.com for more details. Renters are eligible for Board and Committee participation, though we ask that you plan to remain in the community for some time following appointment.

A Note from the President….

Snow Removal:

The past couple of months have provided us with pretty fair weather - no snow means that we haven't had to plow roads or treat sidewalks. While our Grounds contractor, Peters, is prepared should we have a snow fall, let's hope that we continue to have a mild few months until spring.

Basement Rentals:

Just a reminder that basement rentals are not permitted.

Grounds Contractor:

As I mentioned above, we have a new Grounds contractor this year. Peters comes highly recommended and offered highly competitive rates compared to Blade Runners. Peters has already conducted winter sprucing and you will be seeing them more frequently once spring comes. Please feel free to provide the Board with feedback regarding their performance. Also, if you want to opt out of any Grounds services, please complete the form which will be mailed to all townhouse residents by March 15th.

Martin Luther King Day Celebration, January 15, 2018

For the 2018 Martin Luther King Day of Service, the Association once again organized a food drive to support the Annandale Christian Community for Action (ACCA) food bank that provides direct food assistance to needy Mason District residents. You donated 285 pounds of food that was delivered to the ACCA Food Pantry on Martin Luther King Day. Special thanks to John Alexander, who staffed the collection site, the LVCA Pool House, and to Grace Alexander, who helped deliver the food. And thank you again to all who donated – this food drive was a fitting way to honor the legacy of Martin Luther King!

Grace Alexander and John Alexander

Food donations loaded up and ready for delivery

If you missed the food drive, and still want to donate to help the less fortunate, the County's Stuff the Bus project will be at the Annandale Giant, 7137 Columbia Pike, on February 10th from 9:30am to 4:30 p.m. to accept food donations. All food donations at this Stuff the Bus event will benefit the ACCA Food Pantry.

Committee Updates ….

Pool and Recreation Committee – Lisa Conoly, Chair

The calendar may say its winter but preparations are already underway for the upcoming pool season. Look for the 2018 Pool Pass Application form in the April/May issue of the newsletter. Email me with comments or suggestions at lisac_234@hotmail.com.

Grounds Committee – Mike Nutbrown, Chair

The grounds committee is starting the year with a pretty full plate. Outside of the regular maintenance, tree pruning, removals, and new plantings, we've got some pretty big projects to complete.

The reserve study indicates this is the year to replace the lights in the community. The committee is looking at lights installed in other area communities to get ideas and talking to local lighting companies to see what our options are. Many of our existing lights are too old to find parts for when the ballasts go bad and a new set of lights will bring the expected benefit of a fresh look and reduced electric and maintenance bills in the coming years.

We have to replace some retaining walls this year. Some of this was pushed off from last year as we want to develop a look for the new walls to enhance the community without adding cost or maintenance. The wall replacements will be phased over a set of years so we'll also be looking for materials we'd expect to be available in the coming years.

The basketball court is due to be resurfaced this year per the reserve study. Similarly, we're looking at crack-fill and seal coating for the community streets. Unfortunately, that requires quite a bit of coordination to move cars on certain dates.

We would like to get a proper water line run to the pool pad water fountain and on to the garden. The existing line was more of a makeshift line to get water where it needed to be as quickly and cheaply as possible. The line has been cut a number of times due to its very shallow depth. We solicited for quotes for this work last year, but the results were both too extensive and expensive. We'd like to go back and refine the requests to clarify what we need in hopes of a more reasonable figure.

With all of these big projects the committee will certainly have their hands full this year, but I hope we can complete all of these projects and more. We've started tracking the projects and resident requests using Atlassian's JIRA cloud product.

We're always in need of new members of the community who have an interest in the maintenance and beautification of our grounds to join the grounds committee and help make it a better place for everyone. If you have any expertise in any of the above projects or interest in improving our common areas, please send me an email at grounds@lafayettevillage.org. The more members we have to work on projects, the more we can get done for everyone and the less we have to push off to future years when these projects will only be more expensive to complete.

Architectural Control Committee (ACC) – Angela Cutter, Chair

Spring 2018 Annual Inspection

Each year our management company conducts a thorough exterior inspection of all homes to ensure they meet current Architectural Guidelines. These can be found on the Lafayette Village website under ACC Documents. http://www.lafayettevillage.org.

The inspection is a vital part of keeping Lafayette Village not just looking good, but identifying needed maintenance on your home that you may have missed. Many letters are generated for minor things and you can avoid receiving a letter by taking stock now: Have you taken down outside holiday decorations? Is anything being stored out front that doesn't belong there (snow shovels, bikes, gardening tools)? Are broken blinds visible from the street? Where is your trash can stored?

Committee Updates, continued

2018 Schedule

March 12-14	First Inspection. (weather permitting)
March 27	Violation notices mailed, giving 30 days to bring property into compliance.
April 24	Second Inspection to verify compliance, or to identify violations that are uncorrected and with no plan on file to do so.
May 1	Second Violation Notices mailed, giving an additional 15 days to comply or respond.

If you receive a Violation Letter, do not ignore it. You may need to hire a professional or apply to the ACC for approval, so it's important that you begin the process promptly. In cases that require extensive or expensive work, you may apply for more time. If you have questions about the violations you receive, contact our agent, Dale Edwards at dedwards@sequoiamgmt.com straight away.

All repairs must comply with ACC Guidelines and these should be checked before beginning any work. Many things require that you get prior approval: painting, fence, roof or window replacement, for example. Just being cited doesn't mean the work is approved. Contact me at aicutter50@gmail.com if you're in any doubt, and I'll let you know if you need to submit the "Request for Exterior Improvement" form to us.

Pool Pass Stickers for 2018 will be mailed on or after May 18th to all homeowners with no outstanding violations or delinquent HOA Dues.

Any residents not in compliance will not receive Pool Stickers. This *includes* rental properties. If you're a landlord of a house in Lafayette Village, it's up to you to take care of all violations so your tenants aren't denied access to the pool.

Each year parents accuse us of making children cry because they can't use the pool! In defense of the ACC, that isn't because of something we did. It's because their parents didn't take action. Don't be the parents that make your children cry :} Or the landlord with angry tenants.

ACC Hearings for outstanding violations will be scheduled following the regular July, 2018 Board of Directors meeting. In cases of continued non-compliance, the Board may even revoke parking privileges. No one wants this to happen, but it's an effective way to get the attention of people who think the rules don't apply to them. (It would be wonderful for everyone concerned if no hearings were necessary this year.)

Trees and Shrubs

Because the inspection is done early in the year, it's impossible to identify which trees/bushes didn't survive the winter. Any that need replacing will be cited in spring, but you don't need to wait for a letter. If you know your plantings didn't make it, please take care of them as soon as possible. Plants along the base of the house should be evergreens so there are no bare spots in the winter months.

No "Trash Talk" this month! Peyton Forest has improved, special thanks to Donna Jacobsen for her help there, and we're going to think positively going into spring.

Prepping for the ACC Inspection, continued

Preparing for the ACC Inspection: Give your house a critical review!

With the Spring ACC inspection coming up in March, now's the time to give your house a critical review. You can see what might need a bit of touching up, and get a head start on the inspection! One area homeowners often overlook is the roof. Here are some issues to look out for:

Second story siding along the roof line frequently comes loose, as you can see on this house. Here the siding is so loose, it can't perform its job of shedding rain and water. Instead, water and snow can easily penetrate the siding and begin affecting the common wall between these two townhomes. A competent handyman can easily repair a situation like this without having to replace the siding (although in this case, replacing it is not a bad idea).

Loose siding and blocked gutters.

The rake board on this house needs repair – notice the break in the board at the bottom right of the photo – and repainting. Without this maintenance, the board is in danger of rotting and affecting the integrity of the roof. These boards are often difficult to see, so to get a good look, you may need to walk out to the middle of the street or into the common grounds at the back of your house.

This front yard tree was removed, but has not yet been replaced. Our ACC Guidelines require that all townhome trees must be retained and must be replaced as soon as practical. While the fall is the best time to plant trees, spring planted trees can grow successfully if you remember to mulch them and water regularly.

Our ACC guidelines state that gutters and downspouts must be maintained. At this home, the gutters have not been cleaned for a while, leaving stains on the gutter that probably resulted from leaves left in the gutter over several seasons. This lack of maintenance can end up damaging your house – water overflowing the gutters can seep into your windows and siding, and the gutters themselves can pull away from the fascia board, both resulting in expensive repairs.

The rake board needs repair/attention.

Missing window mullions

Mildew on siding

Tree should be replaced.

News from the Mason District Council

By Donna Jacobson, LVCA's representative to the Mason District Council

Virginia State Senate Bill 707: Virginia Property Owners' Association Act; home-based businesses. This bill was heard in the General Laws and Technology Committee on Monday, January 29th and failed to move forward. This bill, as many of you are aware, would have allowed home-based businesses in a community unless explicitly disallowed in the HOA's declarations. It would have overridden existing contracts between residents and HOAs and allowed the state of Virginia to limit the ability of a community to govern itself. Thank you to all who wrote and expressed their disapproval of this bill.

Short-Term Lodging: The Fairfax County Board of Supervisors held a Development Process Meeting on Tuesday, January 30th, in which Short-Term Lodging (also known as Short-Term Rentals) was discussed. A tentative timeline for further meetings was introduced and is as follows:

March 20, 2018	Final Draft for STLs in Residential Neighborhoods and BOS Authorization to Advertise
May 3, 2018	Planning Commission Public Hearing
June 19, 2018	Board of Supervisors Public Hearing

Unfortunately, the introduction of Short-Term Lodging into residential neighborhoods has caused numerous problems in other jurisdictions. Some of these problems include issues with parking, increased traffic, increased noise and public disturbances, increased litter and a decline in affordable housing for long-term residents. Also, it is interesting to note that many jurisdictions that have allowed Short-Term Lodgings are now trying to implement regulations to scale back the spread of STLs, due to the problems associated with them.

If you disapprove of Fairfax County allowing Short-Term Lodging in residential areas, please write to the following and voice your disapproval:

Chairman Sharon Bulova	chairman@fairfaxcounty.gov
Supervisor Penny Gross	mason@fairfaxcounty.gov
Commissioner Julie Strandlie	plancom@fairfaxcounty.gov

Daylight Savings Time begins Sunday, March 11th

Don't forget – when you turn your clocks forward one hour on March 11th, also **change the batteries in your smoke alarms throughout your home** and check the expiration date on your carbon monoxide detector.

This simple act could save your family's life!

It's easy to replace the hard-wired smoke detectors in our homes – step-by-step instructions can be found at http://www.lafayettevillage.org/docs/HowToReplaceSmokeAlarm.pdf.

Garden Thyme ~ Winter 2018

By Anne Sansbury

What good is garden talk in February for those of us living in Zone 7? Aren't we just interested in eating those fruits of our labors from this past summer? No, not us diehard gardeners! Now is the thyme we plan for Summer 2018 -- by scouring the seed and plant catalogs for ideas as well as products, and by sorting through our garden tools and other paraphernalia (shiny CD's for scaring birds away, and collections of cardboard for weed control) – to be sure everything is neat and clean and in working order.

In Zone 7, we have a good 8-month growing season. With the last frost around April 15, we can start seeds indoors and get two plantings of vegetables like broccoli and carrots, spring and late summer. Begin with broccoli, cauliflower and peas indoors in February; start others in March. Common crops that grow well in Zone 7 are beans, broccoli, Brussels sprouts, lettuces, tomatoes, carrots, onions, kale, cauliflower, peas, peppers, spinach, and squash, although our LVCA gardeners have successfully grown many other crops as well.

This is the thyme to start herb seeds indoors under lights. Among the herb plants that grow well in Zone 7 are catnip, chamomile, chives, comfrey, Echinacea, feverfew, English lavender, lemon balm, marjoram, mint (spearmint, chocolate mint, orange mint) oregano, parsley, rue, sage, tarragon, thyme, and dill.

We can also start thinking about cutting branches for forcing indoors (forcing dormant branches to bloom prematurely), especially bright and happy forsythia. OR we can work on our tax returns and worry about gardening later. ☹ In any event, please contact Anne at asansbury@gicgroup.com if you'd like to be added to our waiting list for this year. Current gardeners have first right of refusal, of course, but we ordinarily have some attrition each year, so plots may open up.

Community Ads….

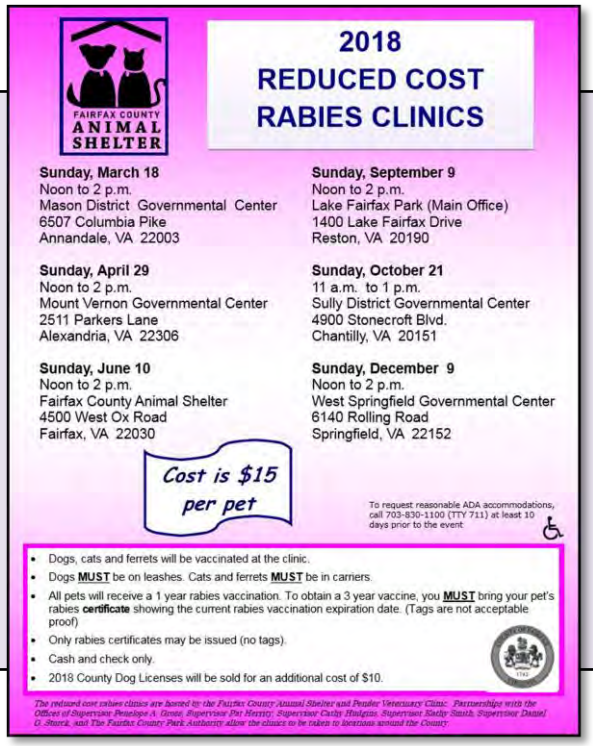
Interior Painting: Contact Mark Rhodes, Lafayette Village resident and a skilled interior painter, for free estimates. Call or text Mark at 571-236-5634. Landline is 703-560-8329. Recommendations on the Nextdoor app.

Day Care Provider: ***Kids First*** day care for kids 0-11years old. State and County Licensed daycare provider, trained in CPR and First Aid. Lafayette Village location. For more information, please call Maha at 703-347-2876 (9a.m. – 5p.m.) or send an email to maha_kidsfirst@yahoo.com.

Interior Decorator and Home Organizer: I'm a professional organizer and interior decorator living in Lafayette Village. Let me help you achieve your goals in 2018! We can start as small as a single room to achieve results you will be proud of. If interested, please call me at 703-217-4707 or email me at betty.marie.harmon@gmail.com for more information and to receive an estimate.

Fairfax Animal Shelter Hosts Low-Cost Rabies Clinic for Pets in Annandale:

The Fairfax County Animal Shelter will host a low-cost rabies clinic on Sunday, March 18, 12 to 2 p.m., for dogs, cats and ferrets, in the Main Community Room of the Mason District Governmental Center, 6507 Columbia Pike in Annandale. Cost is $15 per pet, cash and check only. Dogs, cats, and ferrets may be vaccinated at the clinic. Dogs must be on leashes; cats and ferrets must be in carriers. All pets will receive a 1-year rabies vaccination. To obtain a 3-year vaccine, please bring your pet's rabies certificate (not tag) showing the current rabies vaccination expiration date. Only rabies certificates will be issued at the clinic, no tags. 2018 county dog licenses will be sold for an additional $10 per license. For more information, call 703-830-1100, or visit the Fairfax County Animal Services Division Web site at www.fairfaxcounty.gov/police/animal.



Community Notes….

Pet Waste: Dog poop continues to accumulate in the community. When you are walking your dog, you need to collect any animal waste your dog produces. Not only is it a courtesy to your neighbors, cleaning up your pet's waste is also a Fairfax County law. There are two doggy bag stations in the neighborhood, one on Lafayette Village Drive and one on Trammell Road, where you can pick up plastic animal waste bags, and many public trash cans where you can dispose of this waste. Please be a good neighbor and pet owner, and scoop your pet's poop!

Dog Walking: To reduce instances of dog bites and improve community safety, no dog should be off leash on community grounds. It's also a violation of county laws, and your animal could be picked up by Fairfax County Animal Control. All pets must be leashed and controlled by their owners when they are out of the house. Please be a good neighbor and law-abiding citizen and control your animals!

Trash and Litter: Trash and litter, especially on Lafayette Village Drive and Trammell Road, continues to accumulate. Please adhere to community guidelines and do **not** put your trash out for collection prior to 6 p.m. of the evening (or before dark) prior to collection. Additionally, please do not use community trash cans for large volumes of household waste - please wait for our regular Patriot trash collection. This is what could happen!

Visitor Parking Spaces: One of the distinctive features of Lafayette Village is the number of visitor parking spaces in our community. The Association provides almost 30 visitor parking spaces, reserved for guests only. Visitor parking spaces are located on Butterfield Lane, Byrds Nest Pass, and Yorktown Village Pass.

These spaces are available for all guests of Association residents. Residents are not permitted to park their personal vehicles in visitor parking spaces. Vehicles violating this rule are subject to towing after a warning ticket. Violations are typically enforced if a car remains in the same spot for greater than 48 hours.

If you have a longer-term visitor, please notify the President at lvca.bod.president@gmail.com. Towing charges currently are $125, and several resident vehicles found parking improperly in visitor parking spaces have been towed recently! Don't be one of those whose cars have disappeared after parking in one of the visitor spaces!

"Noxious or offensive activity": Article VI, Section 6(a) specifically prohibits any activity or behavior that may be or become an annoyance or nuisance to the neighborhood. This covers such things as preparing foods with strong, offensive, and lingering odors, holding a noisy party late at night, uncontrolled barking dogs, and selling illegal substances from the rental property. Please be considerate of your neighbors. Violators are subject to an official violation notice and removal of parking privileges.

Around Town….

Free Tax Assistance – Free tax assistance for your federal tax returns is available **now through Tuesday, April 17, 2018**, thanks to AARP volunteers, who will be at the Mason District Governmental Center, 6507 Columbia Pike in Annandale. File Virginia taxes before the deadline on **Tuesday, May 1**. AARP volunteers provide walk-in services on**: Mondays and Thursdays from 1 to 8 p.m.**; **Tuesdays, Wednesdays, and Fridays from 9:30 a.m. until 1 p.m.**; **Saturdays from 9 a.m. until 1 p.m. Please note: No Tax-Aide service on President's Day, Monday, February 19, 2018.** All returns are filed electronically. Bring documents, such as last year's tax return, a photo ID, and all Social Security cards. Residents with illnesses or infirmities, which confine them to their homes, may schedule appointments with AARP for tax preparation services by calling 571-766-6268. For more information about AARP Tax-Aide, visit www.aarp.org/taxaide , or call 1-888-227-7669.

Fairfax County Annual Native Seedling Sale – The Northern Virginia Soil and Water Conservation District's annual seedling sale is in progress for 2017. Two packages are available: The Shrub and Small Tree package ($16.95) features Gray Dogwood, New Jersey Tea, Common Ninebark, Arrowwood Viburnum and Smooth Sumac. The Tree package ($11.95) includes Northern Red Oak, Sassafras, and Bald Cypress. A full, non-refundable payment must accompany the order and your order must be received by Wednesday, April 12, 2017. You will receive a confirmation receipt to show when you pick up your order. Orders may be picked up on Friday, April 21, 9:00 a.m.-4:00 p.m., or Saturday, April 22, 9:00 a.m.-noon at the Packard Center in Annandale Community Park. For more information, visit the website at http://www.fairfaxcounty.gov/nvswcd/seedlingsale.htm. All plants are Virginia native species, designed for our climate and habitat.

Community Shredding Event – NBC 4 and Allstate Insurance are sponsoring a community shredding event on **Saturday, March 24, 2018 between 8 a.m. and 11 a.m.** at the NOVA Community College Annandale campus, 8333 Little River Turnpike, in the B-15 parking lot. Enter the campus on Lake Drive off Little River Turnpike and follow the directions. The line starts at 7:00 a.m. and closes at 10:45 a.m. Only paper will be accepted – no binders or other items. Batteries, flammables, electronic equipment, CDs, DVDs, and other non-paper items cannot be accepted. There is a four-box maximum.

Need a Notary? – Notarial services are available from 8:30 a.m. to 4 p.m. in the Office of Mason District Supervisor Penny Gross, located in the Mason District Governmental Center, 6507 Columbia Pike in Annandale. **Please call 703-256-7717 in advance to ensure the notary is available to assist you when you arrive.**

Mason Matters!* The Television Show** – ***Mason Matters! is the television show that brings you news and information about our Mason District community, hosted by Supervisor Penny Gross. ***Mason Matters!*** airs on Cable Channel 16 every Thursday at 7 p.m., and every Friday and Sunday at 6:30 p.m., and daily online at www.fairfaxcounty.gov/mason.

REQUEST FOR EXTERIOR IMPROVEMENT FORM

To: Chair, Architectural Control ACC
Lafayette Village Community Association
c/o Sequoia Management, Attn: Dale Edwards
13998 Parkeast Circle
Chantilly, Virginia 20151-2283

Date:_____

Pursuant to the By-Laws and A.C.C. regulations of the LVCA the following exterior improvements to my property located at:

_____

are proposed:

_____

_____

_____

_____

_____

_____

_____

Sketches, pictures, diagrams, color paint chips and further details of my project (as necessary) are attached to help preclude further inquiries that slow the A.C.C. process and delay my work.

I am aware that A.C.C. approval for the project is contingent upon quality workmanship and timeliness of work. I further understand that A.C.C. approval is not a substitute for compliance with applicable Fairfax County building codes, ordinances or any other regulation or restriction (such as easements) and that compliance with the above is the responsibility of the homeowner. Any cost relating to compliance will be borne by the homeowner.

I further understand that it is Association policy that the homeowner is responsible for repairing, to Association satisfaction, any damage done to common properties that might be caused by the homeowner and/or parties contracted by the homeowner during the execution of the project.

NAME: _____

ADDRESS: _____

Phone # _____ Fax # _____ E-mail: _____

_____

ENDORSEMENT

Date of ACC action:_____

The ACC, having carefully considered the above request, hereby:
(___) approves as submitted
(___) approves the proposal as modified below
(___) regretfully cannot approve the project for the reasons cited below:

_____

_____

_____

A follow-up inspection will occur after completion to ensure compliance. Thank you for your cooperation.
Chair, Architectural Control ACC