

**To:** Homeowners of Chesterfield Mews

**Date:** March 11, 2017

**From:** Chesterfield Mews Architectural Control Committee (ACC)

**In re:** Architectural Change Form Request - Approval Requirements  
**PENDING INSPECTION - Latter part of March (tentatively scheduled for 3/20 & 3/21/17)**

Chesterfield Mews homes were constructed in years 1975 - 1979 and many need some work to keep them looking their best. Below are some of the most frequent improvements and repairs needed and steps to obtain Architectural Control Committee approval. Approvals forms are required even if replacing something with an exact copy or an "in-kind" replacement so documentation is available on your house and accessible if ever sold. Instructions for complete request form are on the reverse side of this document.

**SCS, the community management company, will be on site later this month to inspect exteriors and grounds of all units, concentrating primarily, but not limited to, the areas identified below.**

- Windows:** Some of original or replacements windows have fog between the panels of glass and need replacing. In many cases the frames have faded (original color is Oxford brown).  
a. Replacing glass panes only - Architectural Control form **not** required.  
b. New windows - Architectural Control form required - must be "in-kind" replacements - i.e., no small panes or difference openings which will detract from a unified appearance. Several pre-approved window models are available and installed throughout community. ACC members can identify locations where they can be seen. Attach manufacturer documentation/brochures to request.
- Fences:** All fences in community are in "natural" state, not painted or stained. The only exception is to use clear/natural stain. Fences should not exceed 6 feet in height. Fences should be in good condition, not rotting or loose boards, exposed nails, sagging gates or leaning.  
a. Cleaning fence - Architectural form **not** required.  
b. Replacing fence - Architectural form required. Paint or stain other than Clear/Natural is a violation of regulations.
- Roofs/ Gutters:** Roofs and gutters can be damaged over time due to weather. Check if working properly or should be replaced. Also check **Rake Boards, Soffits** and **Facia**. Roofing companies or painters can replace or repair them. Sky lights are not permitted.  
a. Replacing roof/Rake boards, etc -Architectural form required (form only).  
Roof color should be same as other units in building. Trim color - check web-site for color specified for building.
- Chimneys:** The integrity of chimneys may be compromised. When inspecting roofs, check for cracks in mortar or if chimney caps need to be replaced.  
a. Chimney Repairs - Architectural Control form required.
- Decks:** Building codes have changed since the 1970's and now require support beams under decks. If repairing or replacing decks, comply with current building codes  
a. Repair/replacement - Architectural Control form required.
- Paint:** Wood siding, trim and doors generally require new coats of paint about every 5 years. If water gets in between any of the seams, wood siding will begin to rot, bow and/or warp. The paint brand is McCormick, except for lower Readsborough (3181-3195, Benjamin Moore). Siding and trim paint colors are specified for each building on the web site. (Savings may be available if all units in court/building are done at same time).  
a. All siding/paint projects - Architectural Control form required..

**Courtyard:** Many courtyards are cracked and some are now hazardous. To fix or replace the courtyard requires concurrence of you neighbors and a sharing of costs. The ACC needs specific and complete information on design and type of materials to be used. Any proposed change or removal of landscape items must also be included to maintain the landscaped look of the community. **Poured concrete is not an approved replacement.** Remember that steps can be no higher than nine inches (9") according to Fairfax County building code.  
a. All court projects - Architectural Control form required.

**SPECIAL NOTE:** **No Sheds or Other Structures of any type** that are not part of the house structure are **not** to be higher than the standard six foot (6') fence line.

## ARCHITECTURAL CONTROL FORM

Form available on community web site (inthemews.net)

### 1. Complete Application form:

- a. From: Name  
Mailing Address  
Lot/Residence Address  
e-mail Address:  
Telephone Numbers
- b. Proposal Improvement  
Describe in detail
- c. Attach documents, if applicable (not required if "in-kind replacements":  
Copy plat and/or diagram of property  
Manufacturer Brochure, if available  
Color Sample, if applicable  
Architecture plans/drawings  
Grading Plan, if applicable  
Detailed written description, including expected start and completion dates

Note: In-kind replacements, if in conformance with Architectural guidelines, do not require Manufacture diagrams and brochures.

- d. Signature of Owner and date

### 2. Send or deliver to a member of community Architecture Control Committee (identified below)

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SCS, the community management company, will be on site for inspection of exteriors & grounds of all units the latter part of March. Primary items of inspection include, but are not limited to:

Windows	Fogging, framing
Fences	Condition, color
Roofs & Gutters, Rake Boards, etc	Condition/deterioration
Chimneys	Cracks, mortar, chimney caps
Exterior Paint	Fading, wrong color
Decks	Support Beams, overall condition
Courtyards	Cracking, safety concerns



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