

Tuesday, April 16, 2002

Dear Old Town Gateway (OTG) Homeowners:

~~The-Your~~ OTG Covenants Committee ~~is responsible for assuring~~ helps to insure that our property is maintained in a manner that provides visual harmony and soundness of repair, and ~~that we~~ avoids activities harmful to the community's aesthetic or property values. In order to ~~do-accomplish~~ this, ~~the Covenants Committee~~ we are asking for -needs your cooperation.

Prior to making ~~any~~ alterations to your home or property that are visible from the outside, ~~please approval should be obtained from~~ approval from the OTG Covenants Committee or Board as required by. ~~According to~~ the OTG Declaration, Article 6, Section 6.5.a.1:

“No Person shall make any addition, alteration, or improvement in or to any Lot (other than for normal upkeep and natural landscaping) which is visible from the exterior of the Lot, without the prior written consent of the Covenants Committee.”

Examples of the types of alterations that require prior approval are (but are not limited to): any structures attached to the exterior of the house, window screens, a change in paint colors, window boxes, garden walls, light fixture changes, etc. If you have any questions as to whether your planned alteration requires prior approval, please call Ken Haynes of Annandale Management at 703.642.5335

To obtain approval for alterations, please do the following:

1. Complete the attached form and send it to our management company, Annandale Management, who will record it and forward to the OTG Covenants Committee.
2. The Covenants Committee will contact you with the date of the next Covenants meeting where your request will be discussed. You are encouraged to attend.
3. If approved, you will be given a written notice of the approval and can proceed. If denied, you may appeal to the Board. You do this by contacting the Board to put your request on the agenda for the next Board meeting (currently scheduled monthly). You are also encouraged to attend this Board meeting.

The members of ~~the-your~~ Covenants Committee and the Board ~~plan to will~~ work with Homeowners to expeditiously review and consider all alteration requests. If proper approval of any externally visible alteration is not obtained, there are actions that the OTG Covenants Committee and Board will consider as outlined in the Homeowner Documents (Declaration, Article 11, Sections 11.1 e, g & h).

We ~~hope-trust~~ that this effort will ensure an attractive and desirable community that we all can enjoy. Thank you for your cooperation.