

Charlesgate Village Association Inc.

ARCHITECTURAL GUIDELINES

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1.1

PURPOSE OF GUIDELINES

It is probably safe to say that, besides location and price, the other factor that most likely influenced your decision to purchase a townhouse in Charlesgate Village was the architectural character of the community as a whole.

The Charlesgate Village Association, Inc. Architectural Committee is responsible for preserving the integrity of the architectural design and character at Charlesgate Village.

The architectural guidelines established by the Committee are not intended to stifle the imagination or creative desires of the residents, but rather to assure them that protective restrictions are in effect which will help maintain the overall appearance and resale value of their property.

All owners/residents are required to adhere to these guidelines as established by the Committee and amended from time to time. The entire Committee looks for your individual cooperation in this regard.

FUNCTION OF ARCHITECTURAL COMMITTEE:

While the RANSOM OAKS COMMUNITY CORPORATION (ROCC) Architectural Committee is responsible for architectural issues throughout Ransom Oaks, including the Charlesgate Village Association, Inc. (hereinafter called "C.V.A.") the Committee deals with issues which affect Charlesgate only. These guidelines have been drafted in cooperation with the R.O.C.C. Architectural Committee. Both the C.V.A. and the R.O.C.C. may enforce the covenants and restrictions and additional powers may be transferred by R.O.C.C. to C.V.A.

As a subcommittee of the R.O.C.C. Architectural Committee and as an arm of the C.V.A. Board of Directors, the functions of the Committee are:

1. Liaison between home owner and the C.V.A. Board of Directors and R.O.C.C. Architectural Committee.
2. Set up architectural guidelines for C.V.A.
3. Review architectural applications from residents and approve, approve with stipulations or disapprove said applications.
4. Inspect Charlesgate Village for violations.
5. Initiate action against violators in Charlesgate Village.
6. Hold initial hearings concerning architectural matters with home owners when necessary.
7. Provide Certificate of Architectural Compliance upon written request from home owner. See Section 1.13.

1.3

RESPONSIBILITY OF HOME OWNER:

- 1) Make application for proposed exterior architectural changes on approved form, sixty days prior to anticipated property work start date. (See Appendix "A")
- 2) Provide the Committee with detailed plans, building permits, materials lists, land easements, certificates of insurance when they become necessary.

SPECIAL NOTE - TOWN OF AMHERST APPROVALS

Many items require Town of Amherst Building Department review and permits. It is the resident's responsibility to obtain all Town approvals. Town authorities should be contacted prior to beginning any work in order to verify what procedures must be followed and obtain any required permits. Town approval does not preclude the need for Committee approval and vice versa.

- 3) Keep their property properly maintained by doing maintenance which is the responsibility of the home owners and has not been assumed by C.V.A.
- 4) Restore and repair any violations within the time period allotted by the Committee and/or C.V.A.

This includes violations which existed at the time the home owner purchased the unit from its previous owner. The only way for the home owner to avoid responsibility for a condition which existed at the time of purchase is for the home owner to have received a Certificate of Architectural Compliance from the C.V.A. Architectural Committee or, prior to June 18, 1980, from the R.O.C.C. Architectural Committee.

- 5) Pay all fees, legal included, and costs to the C.V.A. which may be incurred in restoring the home owner's property when the home owner fails to comply with the restrictions and covenants.

ARCHITECTURAL COMMITTEE REVIEW CRITERIA:

The Committee evaluates all submissions on the individual merits of the application. Besides evaluation of the particular design proposals, the Committee considers the characteristics of the Townhouse type and the individual Townhouse Cluster, since what may be an acceptable design for a Townhouse Cluster in one instance may not be for another. Exterior changes to townhouses, due to their relative closeness to each other are more noticeable and have more of an impact on adjoining properties than similar changes to a detached house.

Design decisions made by the Committee in reviewing applications are not based on 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 R.O.C.C. and C.V.A.

Declarations:

Conformance with the Declaration - All applications are reviewed to confirm that the project is in conformance with the Protective Covenants, Conditions and Restrictions of the R.O.C.C. and C.V.A. Declarations.

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

Design Compatibility - The proposed improvement must be compatible with the architectural characteristics of the applicant's townhouse, adjoining townhouses, and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details.

Workmanship - Workmanship is another standard which is applied to all exterior alterations. The quality of work should be equal to or better than that of the surrounding area. Poor practices, besides causing the owner problems, can be visually objectionable to others. Poor workmanship can also create safety hazards. The R.O.C.C. and C.V.A. assume no responsibility for the safety of new construction by virtue of design or workmanship.

Timing - It is assumed that the majority of alterations will be built or installed by residents themselves, rather than contractors. However, projects which remain uncompleted for a long period of time are visually objectionable and can be a nuisance and safety hazard for neighbors and the community. All applications must include estimated completion dates. If such time period is considered unreasonable, the Committee may disapprove the application.

Scale - The physical size (in plan and elevation) of the proposed alteration should relate well to adjacent structures and its surroundings. For example, a large addition to a townhouse may be inappropriate.

Color - Color may be used to soften or intensify visual impact. Parts of the addition that are similar to the existing townhouse such as roofs and trim should be matching in color.

Materials - Continuity is established by use of the same or compatible materials as were used in the original townhouse.

Location and Impact on Neighbors - The proposed alteration should relate favorably to the landscape, the existing structure and the neighborhood.

The primary concerns are access, view, sunlight, ventilation, and drainage. For example, fences may obstruct views, breezes or access to neighboring property; large additions may cast unwanted shadows on an adjacent patio or infringe on a neighbor's privacy.

When a proposed alteration has possible impact on adjacent properties, it is suggested that the applicant discuss the proposal with neighbors prior to making application to the Committee. It may be appropriate, in some cases, to submit neighbor comments along with the application.

1.5

WHAT NEEDS APPROVAL:

All proposed improvements, additions, remodeling and restoration to a Charlesgate unit, adjoining property, and common areas, must be submitted in writing on the approved application form (see Appendix "A") to the Committee for review.

Each application is reviewed on an individual basis. The fact that the same or a similar change may have been approved in another instance does not mean that an application need not be submitted, nor that approval will automatically be granted.

1.6

APPLICATION PROCEDURES:

1. Contact the Committee for the approved application forms, at the Association's current mailing address.
2. Make out four copies of the approved form, see Appendix "A", at the end of these guidelines.
3. Where necessary, plans, building permits, easements, certificates of insurance, any changes in elevation or drainage may have to accompany the forms.
4. Retain one copy for your file.
5. Mail three copies to the Chairman of the Committee.

APPLICATION REVIEW AND APPEAL PROCESS:

The home owner makes written application, on approved forms, to the Committee.

The Committee reviews the application at the first monthly Committee meeting following receipt of the application. A member or members of the Committee will usually view the location of the proposed exterior changes prior to the committee meeting.

The Committee will then review the application and approve, approve with stipulations, or disapprove the application by simple majority vote of the full Committee.

The applicant will then receive written notice of approval or approval with stipulations from the Committee within twenty (20) days of such approval.

Disapproved applications will be returned to the applicant within twenty (20) days listing the reasons for disapproval.

Applicants who receive disapproval may initiate an appeal against such disapproval within thirty (30) days through the following appeal procedure:

1. File a written request to meet with the Committee at the next scheduled monthly committee meeting, at which time the Committee will hear the applicant's reasons for reconsideration and Committee approval of application. Decision rendered by the Committee will be sent to the applicant within twenty (20) days of such decision.
2. If the Committee still disapproves the application, after the hearing, the applicant may then make written request for a formal hearing with the R.O.C.C. Architectural Committee.
3. Where applicants feel that a change to the architectural guidelines is required in order for them to receive approval of their application for exterior changes, they are requested to follow the procedure outlined in the section of these guidelines entitled "Amendment To The Guidelines" Section I, Paragraph 1.8.

Address all written correspondence, retaining one copy of the correspondence for your own files, to:

1. Charlesgate Village Association, Inc. Architectural Committee:

AMENDMENT TO THE GUIDELINES:

Because of the changing needs of our community, it may become necessary to amend these guidelines. The Committee will present any proposed amendment to the C.V.A. Board of Directors. If adopted by the C.V.A., the proposed amendment will be submitted to the R.O.C.C. Architectural Committee and R.O.C.C. Board of Directors for approval.

Home owners of Charlesgate Village are encouraged to submit suggestions for changes to the architectural guidelines, as follows:

Submission of a written petition outlining the suggested change to the architectural guidelines. This petition must contain the signatures of a minimum of thirty individual townhouse owners who are in good FINANCIAL standing AND NOT IN VIOLATION OF THE ARCHITECTURAL GUIDELINES. This proposed amendment should be presented to the C.V.A. Board of Directors. If the proposed amendment to the guidelines is adopted by the C.V.A. Board of Directors, then the proposed amendment will be submitted to R.O.C.C. Architectural Committee and R.O.C.C. Board of Directors for approval.

Home owners are requested to forward all written correspondence pertaining to changes to architectural guidelines, to the Board of Directors at the current mailing address.

VIOLATIONS AND PENALTIES:

If the home owner does not comply with the architectural covenants and restrictions or guidelines set forth, he or she may be penalized as follows:

- 1) loss of vote at the annual C.V.A. home owners meeting.
- 2) will not receive a Certificate of Architectural Compliance when they desire to sell their property.
- 3) home owner will be required to return their property to its original condition at the expense of the home owner.

NOTE: Home owners are reminded that even if they did not own their unit, when a violation began, they are still responsible for correcting it.

This includes violations which existed at the time the home owner purchased the unit from its previous owner. The only way for the home owner to avoid responsibility for a condition which existed at the time of purchase, is for the home owner to have received a certificate of Architectural Compliance from the C.V.A. Architectural Committee or, prior to June 18, 1980, from the R.O.C.C. Architectural Committee.

- 4) Home owner is required to pay any fees or costs (including legal fees) incurred if it is necessary that the C.V.A. take action against the home owner to right the violation.
- 5) The C.V.A., through its attorney, may obtain a Court Order requiring that the violations be corrected by the home owner, or if he or she fails to do so, authorizing the C.V.A. to correct the violation. The Order could include a provision that any damages and expenses incurred by the C.V.A. (including reasonable attorneys' fees) be paid by the home owner.
- 6) Pursuant to Section 11.05 of the C.V.A. Declaration, as an alternative to an action at law, the Board of the Association may assess a fine against a violator, after giving the alleged violator a reasonable opportunity to be heard. A fine becomes a Special Assessment against the Lot.

ENFORCEMENT AND APPEAL PROCEDURES FOR VIOLATIONS:

- 1) Upon receipt of ("Notice of Violation") the C.V.A. Board of Directors shall draft a letter of "Notice of Violation" to the home owner outlining the violation and the Section of the Declaration or guideline being violated. The home owner has thirty (30) days to correct or submit evidence of a good faith effort to correct or submit evidence of a good faith effort to correct the violation in writing to the Board of Directors.
- 2) The home owner, upon receipt of the "Notice of Violation" letter shall have fifteen (15) days to file a written appeal to the C.V.A. Board for a formal hearing on the violation in question. The C.V.A. Board will then hear the appeal at the next monthly C.V.A. Board meeting following receipt of the appeal letter.
- 3) The home owner, after the formal hearing with the C.V.A. Board, will receive written notification from the C.V.A. Board within ten (10) days, outlining the C.V.A. Board's decision.
- 4) If the home owner has not corrected the violation or submitted written notification of good faith effort to correct the violation, within thirty (30) days of home owner's receipt of "Notice of Violation" letter or within fifteen (15) days of receipt of appeal decision letter, the C.V.A. Board of Directors shall draft a "Final Notice of Violation" letter to the home owner again outlining the violation, the Section of the Declaration involved, the appeal hearing date and C.V.A. Board's decision, lack of response from the home owner and notification of the home owner that the matter has not been turned over to the C.V.A. attorney for legal action.
- 5) The C.V.A. attorney shall then draft a certified, return receipt letter to the home owner outlining the violation, the section of the Declaration involved and the penalties which will be assessed against the home owner, if they do not correct or submit evidence of good faith effort to correct the violation with fifteen (15) days of home owner's receipt of a certified letter.

Home owners are requested to forward all written correspondence pertaining to violations retaining one copy for their own records, to: Board of Directors, Charlesgate Village Assoc. at the current Association mailing address.

1.11

RESPONSIBILITY TO PROPERLY MAINTAIN PROPERTY WITHIN CHARLESGATE VILLAGE:

The C.V.A. shall provide all maintenance of common grounds, roads, common area and roadway lighting, underground utilities and other common C.V.A. area items only as specifically defined in the Protective Covenants and Restrictions for Charlesgate Village as defined under Article VI and as further defined and amended by the C.V.A. Board of Directors.

More specifically, the C.V.A. is responsible for the common area maintenance and general painting of buildings, nothing more unless specifically authorized by the C.V.A. Board of Directors.

The home owner is herein reminded that they are fully responsible to keep and maintain their townhouse, garage and patio areas including doors, windows, steps, lights, vent pipes, flues, louvers and fencing within their property, in good repair and appearance.

It should not be assumed that maintenance of units by individual home owners can be ignored. In fact, the C.V.A. is empowered, by Section 6.03 of the Supplemental Declaration, to perform such maintenance and assess the home owner directly for all costs associated with such maintenance.

1.12

PLANS AND SPECIFICATIONS FOR CHARLESGATE VILLAGE
PHASE I, II & III:

Plans and specifications for Charlesgate Village Phase I, II and III are on file at the C.V.A. Managing Agent's Office and may be viewed by home owners by making arrangements with the Association's Managing Agent.

CERTIFICATE OF ARCHITECTURAL COMPLIANCE:A) Sale of Unit:

A Certificate of Architectural Compliance will be provided at the time of a proposed sale of a Unit if the property is found to be in compliance with the C.V.A. Architectural Covenants and Restrictions.

This Certificate will indicate to the Purchaser and the Purchaser's mortgagee, if any, that the unit complies with the Covenants and Restrictions of the Charlesgate Village Association, Inc. Declaration.

B) Provision of Certificate:

This Certificate will be provided by the Committee after the effective date of these guidelines. Previously, Certificates concerning property located in Charlesgate were provided by the R.O.C.C. Architectural Committee. See Section 7.08 of R.O.C.C. Covenants and Restrictions, summarized in Section 2.0. The R.O.C.C. Board of Directors, by Resolution adopted June 18, 1980, empowered the Committee to promulgate and enforce these guidelines as a sub-committee of the R.O.C.C. Architectural Committee pursuant to Section 7.07 of the R.O.C.C. Covenants and Restrictions.

C) Application:

Application for Certificate of Architectural Compliance should be made by writing to the C.V.A. Architectural Committee, at its current mailing address.

II GUIDELINES:

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- 2.1 Major Exterior Changes.
- 2.2 Items Not Receiving Approval.
- 2.3 Entrance Foyers.
- 2.4 Doors and Windows.
- 2.5 Fencing and Enclosures.
- 2.6 Landscaping, Hedges and Gardens.
- 2.7 Air Conditioners and other such Devices.
- 2.8 Patios and other Permanent Patio Structures.
- 2.9 Recreational and Play Equipment.
- 2.10 Metal Chimneys and Flues for Interior Fireplaces.
- 2.11 Other Chimneys and Flues for Interior Fireplaces.
- 2.12 Attic Ventilators and Louvers.
- 2.13 Signs, Seals, Nameplates, etc.
- 2.14 Newspaper boxes.
- 2.15 Hanging Decorations.
- 2.16 Electronic Vehicle Charging Stations.

INTRODUCTION:

The C.V.A. has developed its own set of guidelines for exterior alterations within the confines of Charlesgate Village. These guidelines are more specific than those general guidelines contained in the Protective Covenants and Restrictions for the Planned Community of Ransom Oaks of which Charlesgate Village is a part. The expansion, clarification and definition contained in these guidelines for Charlesgate Village will serve to assist the home owner and simplify the task of maintaining the high standards of our planned community.

The intent of the design controls contained in this document is to assure all residents of Charlesgate Village that the high standards of design, quality and overall appearance of Charlesgate Village will be maintained. This, in turn, protects property values and enhances the overall environment and quality of life within Charlesgate Village.

The guidelines which follow address a broad range of exterior alterations for which residents must make application to the Committee. Since it is impossible to address each specific design condition, these guidelines are presented as "performance criteria" which define the principal factors which should be considered when developing a design solution. For example, guidelines define the limits of the size, location, quality of construction, materials and color based on intended use and relationship to adjoining properties and surrounding areas rather than a particular construction detail or specific design alternatives.

The individual merits of each application are always considered by the Committee. The use of these guidelines should assist the applicant in gaining timely approval. The applicant who follows the guidelines should expect approval or rationale as to why the application was not approved.

SPECIAL NOTE - TOWN OF AMHERST APPROVALS.

Many items require Town of Amherst review and permits. It is the resident's responsibility to obtain all Town approvals. Town authorities should be contacted prior to beginning any work in order to verify the procedures that must be followed and obtain any required permits. Town approval does not preclude the need for Committee approval and vice versa.

2.1

MAJOR EXTERIOR CHANGES TO HOME OWNER TOWNHOUSE,
PATIO AREAS, GARAGE, LANDSCAPING, ACCESS
WALKWAYS, FENCING OR PARKING AREAS:

Major alterations are generally considered to be any physical change in appearance which will substantially alter or affect the exterior appearance of the existing townhouse, patio areas, garage, landscaping, access walkways, fencing or parking areas contained within the confines of the home owner's individual property in relationship to adjacent townhouses, townhouse clusters, or groups of townhouse clusters, within the confines of Charlesgate Village.

- 1) Design of major alterations must be compatible in scale, materials and color with the existing townhouses.
- 2) Their size or location should not impair the view, sunlight or ventilation of adjacent properties.
- 3) Pitched roofs must match the slope of the existing roofs.
- 4) New windows and doors must match existing windows and doors of the townhouses.
- 5) Any exterior alteration or addition encroaching on common property will require that the home owner obtain a property easement from the C.V.A.. The granting of this easement by the C.V.A. does not relieve the home owner of the responsibility of filing for and obtaining any and all necessary permits or amendments to property deeds and descriptions from the Town of Amherst or County of Erie. If you have any questions it is always best to consult your attorney on these questions. Any and all costs associated with the foregoing shall be at the home owner's expense.
- 6) Changes in grade or other conditions which could affect drainage must be indicated.
- 7) Construction materials must be stored out of view, and excess materials and debris should be removed immediately.
- 8) Application for Approval - Application to the Committee must be made as outlined in Part I, General Information, Paragraph 1.6, Application Procedures of these Guidelines and must include:
 - A. Site plan showing size, location and relationship of proposed exterior change to home owner's townhouse, property lines, adjacent townhouses.
 - B. Four (4) copies of drawings or sketches done to scale showing plans, elevations, cross sections and other relevant architectural data pertaining to the proposed exterior change. These drawings or sketches must include a listing of all materials and colors to be used.

C. Builder, contractor, vendor or party who will construct, erect or install the proposed exterior alteration.

D. Estimated or desired date upon which construction, erection or installation will commence, its duration and estimated completion date.

E. Steps which will be taken by the home owner, contractor, erector, installer, vendor, etc. to insure that the exterior change area is maintained in a safe and orderly way during the duration of the work and what steps will be taken to clean up the work area and dispose of all excess materials, debris, etc. during and upon completion of the work.

F. Completion of C.V.A. "Application for Approval of Architectural Change in Charlesgate Village" form which can be obtained from any member of the C.V.A. Architectural Committee (see part I, paragraph 1.6).

9) Governmental Permits and Approvals - It is the home owner's responsibility to obtain all necessary Town of Amherst or County of Erie permits and approval of structural, electrical, fire, building and other applicable codes prior to any work commencing. The obtaining of these necessary approvals and permits does not preclude the need for the C.V.A. Architectural Committee approval or vice versa.

All expenses, fees, etc. associated with the obtaining of these permits and approvals shall be at the expense of the home owners.

10) What Needs Approval - See Part I, General Information, Paragraph 1.5.

11) Property Easements - Any exterior change or addition, which encroaches upon C.V.A. common property must receive a property easement from the C.V.A. prior to the start of any construction.

Such easements require special review by the Board of Directors and Association attorney before the easement would be granted.

2.2

ITEMS NOT RECEIVING APPROVAL:

The following items will not generally be approved other than a replacement in kind of approved existing:

- A. Garages, carports, dog houses or dog runs, temporary structures of any kind or any other structure not specifically defined within these guidelines.
- B. Driveways, ramps (other than for the handicapped), paths, parking pads or retaining walls not specifically defined within these guidelines.
- C. Any addition to an existing structure including rooms, greenhouses, dormer or other structure or appurtenance not specifically defined within these guidelines.
- D. Porches, decks, patio coverings, awnings or other exterior shade devices or other structure or device not specifically defined within these guidelines.
- E. Flagpoles, towers, antennae, clothespoles, or other similar structure, device or implement not specifically defined within these guidelines.
- F. Recreational and play equipment or other such device unless specifically defined within these guidelines.
- G. Patios, carpeting, landscaping or gardens not specifically defined within these guidelines.
- H. Temporary exterior energy conservation device or fixture such as plastic over doors, windows, etc. not specifically defined within these guidelines.
- I. No exterior signs, seals, nameplates, hangers, gates, fences, or other device or fixture not specifically defined within these guidelines.
- J. Exterior window type air conditioning, heating or air moving device, ventilation or other such devices not specifically defined within these guidelines.
- K. Exterior permanent or temporary barbecue, fireplace, grill or other such device, fixture or structure not specifically defined within these guidelines.
- L. Exterior lighting or other illumination device not specifically defined within these guidelines.
- M. Swimming pools, wading pools or any other such device or fixture not specifically defined within these guidelines.

2.3

ENTRANCE FOYERS:

A foyer shall be defined as an attached front entrance hall to a townhouse.

Almost all townhouses in Charlesgate Village have existing attached entrance foyers which should be used by the home owner as a guide for adding a foyer to their unit.

Location: Entrance foyers must be located at the front entrance to the townhouse only (front entrance is defined as the access to the townhouse from the Charlesgate Circle townhouse cluster parking cul-de-sac).

One outside wall of the finished foyer shall be flush with the nearest wall to the door of the townhouse.

In no case will a foyer in any other location be approved.

Materials and Colors: Materials of construction and foyer finished colors must be architecturally compatible with the home owner's townhouse and adjacent attached townhouses of his cluster. This shall include matching architectural materials such as siding, door, trim, adjacent to door window, roofing and roofing materials, gutters, down-spouts, drains, exterior lights, concrete stoops and steps. The finished color of the foyer siding, trim, roofing, entrance door and storm door, gutters downspouts, run off pipes to storm drain and exterior lighting shall match the existing colors of the townhouses in the home owner's cluster.

~~The foyer shall set upon and be anchored to a reinforced aggregate concrete footing and cinder block walls. A concrete stoop and steps shall be provided, the size and location of same to be similar to those of existing adjacent townhouses of the home owner's cluster.~~

Size: Finished outside dimensions of the foyer shall not exceed eight feet wide by six feet deep by eight feet 2 inches (8' x 6' x 8'2") to the front under side of the eave. The entrance door shall be a metal clad insulated type thirty-six inches (36") wide by eighty inches (80") high, plain without windows. The front window shall be located adjacent to the door and be fourteen inches (14") wide by eighty inches (80") high and glass shall be of one single piece construction. The roof shall slope up from the front of the foyer at a slope of six inches (6") rise in every twelve inches (12") of run until it meets the front wall of the townhouse. The front stoop or landing shall not exceed eight feet (8') in width nor be more than eight to ten inches (8"-10") below the door sill. The stoop or landing shall not extend less than four feet six inches (4'6") from the front of the foyer. Steps should not be less than four feet wide and centered with the foyer door.

Property Easement: Home owners of townhouses which do not have foyers and contemplate addition of a foyer must obtain a property easement from the C.V.A. prior to start of any construction. This is necessitated because the home owner's property line of townhouses built without entrance foyers ends at the front of the townhouse and the addition of the foyer will extend over the C.V.A. common property.



AMENDMENT

ARCHITECTURAL GUIDELINES SECTION 2.4 (1)

Townhouse Entrance Doors

Passed by the Charlesgate Village Association, Inc. - January 14, 2004
*Revised -- January 8, 2025

Townhouse Entrance Doors: An entrance door is defined as the access or ingress/egress door to the townhouse from the Charlesgate Circle townhouse cluster parking cul-de-sac.

The only approved entrance door shall be:

- A. If the unit is equipped with a sidelight, the entrance door shall be plain or six-panel, metal clad or fiberglass, and fully insulated without windows.
- B. If the door is **not** equipped with a sidelight, windows will be allowed to add light to entry ways and to assure safety of residents. Types of doors with windows must be approved by the Architectural Committee **before installation**. Approval will be on an individual basis, based on generally acceptable design standards and character of the community as a whole. The door must be metal clad or fiberglass, and fully insulated.
 1. Acceptable styles include sidelight panels that blend with the Architecture of the community. They can be 1 or 2 panels, half, three quarters or full length, vertical style.
 2. Glass can be clear or Privacy glass with no patterning.

All doors must measure thirty-six inches wide by eighty inches high by one-and three-quarter inches thick minimum (36"x 80"x 1¾") with three (3) hinges and the door knob located at the side of the door. The door must be prime coat painted with any suitable rust inhibiting prime paint and finish coat painted on all surfaces (front, back, sides, top and bottom) by the applicant. The finish coat paint color for the door shall match the existing finish coat color in accordance with the existing Charlesgate Architectural guidelines.

DOORS AND WINDOWS:

This specification covers the installation of new and replacement of existing doors and windows in townhouses.

Townhouse Doors and Windows:

No new door, entrance window or other such ingress/egress, lighting, viewing, insulation or closure device shall be added to any existing townhouse that is not shown or depicted on the original plans and specifications for Charlesgate Village Phase I, II or III except as herein noted and defined.

1. Townhouse Entrance Doors: An entrance door is defined as the access or ingress/egress door to the townhouse from the Charlesgate Circle townhouse cluster parking cul-de-sac.

The only approved entrance door shall be plain metal clad, fully insulated type without windows or lites and be thirty-six inches wide by eighty inches high by one and three quarter inches thick minimum (36" x 80" x 1 3/4") with three (3) hinges and brass colored door knob located at the side of the door. The door must be prime coat painted with any suitable rust inhibiting prime paint and finish coat painted on all surfaces (front, back, sides, top and bottom) by the applicant. The finish coat paint color for the door shall match the existing finish coat color.

In no case will an entrance door or other type door be approved in any other location such as the side wall of an end townhouse unit.

Application for Approval: See Section 2.1 Paragraph (8).

2. Townhouse Sliding Glass Doors: No new or replacement sliding glass door of any size, shape, style or configuration will be approved that is not a replacement in kind of the applicant's existing townhouse sliding glass door; front or rear, as shown, depicted or defined in the original plans and specifications for Charlesgate Village Phase I, II or III whichever corresponds to the applicant's townhouse or townhouse cluster. Exterior surfaces of the sliding glass door, trim and adjacent siding shall be prime coat painted and finish coat painted by the applicant to match the existing colors of applicant's townhouse or adjacent townhouses of the applicant's townhouse cluster.

In no case will a sliding glass door be approved for any other location such as the side wall of an end townhouse unit.

Application for Approval: See Section 2.1, Paragraph (8).

3. Townhouse Windows: No new or replacement window of any size, shape, style or configuration will be approved that is not a replacement in kind of the applicant's existing townhouse window as shown, depicted or defined in the original

plans and specifications for Charlesgate Village Phase I, II or III, whichever corresponds to the applicant's townhouse or townhouse cluster. Exterior surfaces of the window assembly, adjacent trim and siding shall be prime coat painted, properly caulked and water proofed and finish coat painted by the applicant to match the existing window, trim and siding finish coat colors of adjacent townhouses of the applicant's townhouse cluster.

Application for Approval: See Section 2.1, Paragraph (8).

4. Townhouse Storm Doors and Storm Windows: Home owners are encouraged to take measures to conserve energy. However, energy conserving measures should not distract from the visual qualities of the neighborhood. Temporary measures such as plastic or other materials secured over the outside of doors and windows will not be allowed.

Storm Windows: Storm windows shall be of full glass or clear plastic material with metal or wooden frame and trim shall be of one (1) piece construction covering the full exterior surface of the townhouse window assembly and be flush mounted so that the exterior surface of the storm window does not extend more than one half inch (1/2") beyond the exterior surface of the window trim. Hardware securing the storm window shall be inside mounted and be accessible to the applicant from the interior of the townhouse for removal in case of emergency. In no case will a storm window be approved for exterior installation on window assemblies that are vertically or horizontally hinge mounted and mechanically swing outward since storm windows covering these types of windows would present an extreme hazard to the home owner for gaining exit through the window and storm window in case of emergency. Storm window exterior trim and hardware surfaces shall be prime coat painted and finish coat painted by the applicant to match the existing trim color of the townhouse.

Application for Approval: See Section 2.1, Paragraph (8).

Storm Doors: No new or replacement storm door will be approved that does not comply with these guidelines such as a crossbuck or colonial style.

Storm doors for entrance doors shall be of straight forward plain design without ornamentation such as scallops or imitation hinges and shall be manufacturer's baked-on prefinished dark brown in color. The door and frame shall fit a standard 36" x 80" opening constructed of metal and be a minimum of 1 1/4" and consist of 3 panels (see picture). The bottom panel of the door shall be plain metal not less than 1/3 of the height of the door/glass, shall consist of equal glass framed panels of which 1 panel may be movable to expose or install screening and allow air to pass through the closed door. Door hinges shall be of the continuous type and may not be attached to the exterior surface of the entrance door frame trim.

Storm doors for sliding glass doors shall be of plain straight forward design without ornamentation of any kind such as scallops or imitation hinges, etc. The storm door shall be of wooden or metal frame construction and consist of two (2) equal vertical glass or plastic panels equal in size to the existing sliding glass doors. One (1) glass or plastic storm panel corresponding with the existing sliding glass door movable panel shall also move horizontally to provide ingress/egress through the doors in case of emergency. The storm door panels shall be so constructed to allow flush installation of the storm door in such a manner that it shall not extend more than one half (1/2") beyond the exterior surface of the existing sliding glass door exterior frame trim. The applicant shall prime coat and finish coat paint the storm door assembly to match the existing sliding glass door color and townhouse trim color of the applicant's townhouse or adjacent townhouses of the cluster.

Application for Approval: See Section 2.1, Paragraph (8).

5. Garage Doors and Windows: No new or replacement in kind door, entrance, window, or other such device, shall be installed replaced or added to any existing garage that is not shown or directed in the plans and specifications for Charlesgate Village Phase I, II or III except as herein noted and defined.

(a) Prefinished Brown with woodgrain and pebble grain finish.

Application for Approval: See Section 2.1, Paragraph (8).

(b) Garage Entrance Doors: No new or replacement in kind garage side entrance door of any size, shape, kind or location will be approved not conforming to these guidelines.

Location: The door may be located in the side exterior wall or the rear exterior wall of the garage.

Size: The door assembly shall be thirty six inches by eighty inches (36" x 80") as measured from the top of the garage concrete floor.

Materials of Construction: The door shall be constructed of wood and may contain a glass or plastic window. The door should have three (3) metal hinges and swing outward. Door knob and key set shall be brass colored metal with a two inch (2") round door knob located at one side of the door. Door frame, trim and sill shall be wood. Exterior door frame trim boards shall be one by fours and match the existing garage trim. The applicant must prime coat and finish coat the door, trim and siding area affected all surfaces (inside, outside, top and bottom) to match the existing colors of existing garage siding and trim of applicants garage and adjacent garages in applicants cul-de-sac.

In no case will a door in any other location be approved.

Pathway to Garage Side Entrance Door: The applicant shall provide a thirty-six inch (36") wide minimum access pathway from the townhouse entrance walkway through the garage

side landscaping bed to the garage side entrance. Such access pathway shall be constructed of blacktop or asphalt matching the existing townhouse entrance walkway.

Application for Approval: See Section 2.1, Paragraph (8).

Governmental Permits and Approvals: See Section 2.1, Paragraph (9).

(c) Garage Windows: In no case will approval be granted for the installation of any window or windows in garages.

Charlesgate Village Association, Inc.

AMENDMENT

ARCHITECTURAL GUIDELINES SECTION 2.4 (2)

Townhouse Sliding Glass Doors Revised April 11, 2007

Passed By the Charlesgate Village Association, Inc. - August 13, 2003
Approved by the Ransom Oaks Community Corporation – September 8, 2003

2. Townhouse Sliding Glass Doors: No new or replacement sliding glass door of any size, shape, style, or configuration will be approved that is not a replacement in kind of the applicant's existing townhouse sliding glass door; front or rear, as shown depicted or defined in the original plans and specifications for Charlesgate Village Phase I, II, or III whichever corresponds to the applicant's townhouse or townhouse cluster. Exterior surfaces of the sliding glass door shall be dark brown and may be made of vinyl clad, aluminum clad, fiberglass, or aluminum. Exterior trim and adjacent siding shall, if necessary, be replaced with siding and trim of like material, quality, and color to match the existing colors of applicant's townhouse or adjacent townhouses of the applicant's townhouse cluster.

In no case will a sliding glass door be approved for any other location such as the side wall of an end townhouse unit.

All trim including but not limited to siding, doors and windows shall be "Charlesgate Tudor Brown" (dark brown).

Please place this *Townhouse Windows Revision* with your Charlesgate Village Association, Inc. legal documents for your records.

Charlesgate Village Association, Inc.

AMENDMENT

ARCHITECTURAL GUIDELINES SECTION 2.4 (3)

Townhouse Windows

Passed by the Charlesgate Village Association, Inc.
April 14, 2004 - **Revised February 13, 2013*

3. Townhouse Windows: No new or replacement window of any size, shape, style or configuration will be approved that is not a replacement in kind of the applicant's existing townhouse window of casement style or **slider style windows, if with the exception of having exterior screens, have the same appearance (dimensions, framing, etc) as currently permitted casement style windows.* Exterior surfaces of window assembly may be of wood, aluminum clad, vinyl or fiberglass. All window coloring must be factory applied. They shall be of the same color as the existing window colors of adjacent townhouses of the applicant's townhouse cluster. Adjacent trim and siding shall be of the same material and color to match the adjacent townhouses of the applicant's townhouse cluster.

All exterior trim including but not limited to siding, doors and windows shall be "Charlesgate Tudor Brown" (dark brown).

FENCES AND ENCLOSURES:

Fencing and enclosures provide a means of separating property, provide security and visual privacy and architecturally define and enhance space. In the achieving of these goals, a barrier is created that both visually and physically impacts on the boundaries of common land and property of adjacent townhouses and townhouse clusters.

Alternatives to fencing and enclosures that may achieve the same end objectives will be considered by the Committee. For example, privacy fencing combined with hedges and/or landscaping could be used to achieve the desired amount of privacy without adverse affect on open spaces or adjacent property.

The only type of fence and enclosure that will be approved are vertical staggered board fences with square tops and bottoms and vertical semi-open board enclosures with square tops and bottoms. These fences and enclosures should be constructed of rough sawn western red cedar although other wood materials will be considered on an individual case basis. No new or replacement in kind fence or enclosure will be approved that is not as shown or depicted in the plans and specifications for Charlesgate Village Phase I, II or III except as herein noted and defined.

1. Fences: Every townhouse in Charlesgate Village has a rear patio and in some cases, a front patio, privacy fence that extends from the corner of the townhouse in two (2) sections to the outside edge of the concrete patio. In general, these fences are constructed of three vertical four by four (3 1/2" x 3 1/2") posts, one located at the edge of the townhouse, one located in about the center from the townhouse and one located at the end of the fence. These posts should extend not less than six feet (6') nor more than six feet six inches (6' 6") above grade. Each post should extend at least three feet (3') below ground and be anchored in concrete. Each vertical post is tied together with two two by four (1 1/2" x 3 1/2") stringers on about four feet (4') on centers with the top stringer located about six inches (6") from the top of the post. The two by fours are mounted with the four (\pm 3 1/2) inch dimension vertical. Fence boards of one by six (1" x 6") are mounted vertically on the two by fours with the top of the one by six flush with the top of the vertical post. The first and last vertical one by six for each section is set flush and abutting the vertical post on one side of the fence with the second vertical one by six being mounted adjacent to the first vertical board but on the opposite side of the fence. This staggered construction is repeated until seven boards are spaced on one side of the fence and six are spaced on the opposite side of the fence in each section. The vertical fence board should extend to not less than six inches nor more than twelve inches above the ground.

Application for Approval: See Section 2.1, Paragraph (8).

Governmental Permits and Approvals: See Section 2.1, Paragraph (9).

Easements: See Section 2.1, Paragraph (12).

2. Enclosures: All end townhouse units and townhouse units without garages have refuse and utility enclosures located at the side or front of the townhouse. In general, these enclosures are constructed of two four by four vertical posts located fifty to sixty inches apart, thirty to thirty-six inches (30"-36") from the townhouse and extending thirty-six inches (36") above ground level. Vertical posts at the townhouse consist of a one by three (1" x 3") filler board running from the townhouse bottom horizontal trim board to the top of the enclosure, and a two by four (2" x 4") vertical post mounted over the one by three (1" x 3") and extending from the top of the enclosure to the bottom of the horizontal trim boards. Two horizontal two by fours (2" x 4") spaced twenty-four inches (24") with the top two by four (2" x 4") located six inches (6") down from the top of the vertical posts. These two by four (2" x 4") stringers are secured to the four by four (4" x 4"), two by four (2" x 4") and one by three (1" x 3") vertical posts, on all three open sides. The side two by four (2" x 4") stringers are flush with the townhouse and the outside edge of the four by four (4" x 4") posts. The front two by four (2" x 4") stringers are flush with the outside edge of the side two by four (2" x 4") stringers. Vertical fence boards consisting of one by three (1" x 3") are secured to the two by four stringers on the outside surface extending from the top of the posts to no more than six inches (6") above the ground and spaced with a maximum three quarter inch (3/4") space between them. The four by four (4" x 4") vertical posts should extend not less than three feet (3') below grade and be anchored in concrete. The enclosed must be prime coat and finish coat painted on all surfaces by the applicant to match the siding color of the applicants townhouse or adjacent townhouses of the cluster.

NOTE: It is the home owner's responsibility to keep and maintain the enclosure in good repair and appearance. No maintenance will be performed by the C.V.A. except that maintenance specifically defined in the Charlesgate Village Covenants and Restrictions and as further defined or modified by the Charlesgate Village Board of Directors.

Application for Approval: See Section 2.1, Paragraph (8).

Governmental Permits and Approvals: See Section 2.1, Paragraph (9).

Property Easements: See Section 2.1, Paragraph (12).

3. Other Fences, Gates and Enclosures: In general, fences, gates or enclosures, other than those defined herein, are discouraged and generally will not be approved. However, other fences, gates or enclosures will be considered by the committee on an individual case basis. Specifically, front unit security or pet control gates extending from the rear edge of the garage to the front edge of the foyer will be considered so long as their size, appearance and materials of construction conform with the above guidelines for fences, gates and enclosures. The same restrictions for home owner maintenance as well as Section 2.1, paragraph 8, 9 and 12 still apply.

LANDSCAPING, HEDGES AND GARDENS:

Landscaping, hedges or gardens of any type will be considered when located in the rear patio area of the townhouse. Changes to landscaping and hedges or bushes will be considered on an individual case basis for the front entrance area to the townhouse.

Care should be taken that the planting and maintenance of shrubs and trees does not obstruct the sight lines for vehicular traffic. Also, views from neighboring units, shade patterns of larger trees and possible physical damage by encroaching plantings should be considered. Plantings should not encroach upon walkways or walkway lighting. Gardens should be planned to encompass one's private property only. Gardens and plantings on common ground will not receive approval unless it is for the advantage of the community as a whole. All private gardens must be maintained by the home owners. A home owner who now has a garden on common ground will be required to sign a release with the Association requiring any new owner to be responsible for maintenance of the garden.

Care should be taken to select plant materials which, upon maturity, will be of appropriate size for its intended use of location.

Vegetable and other gardens should be located in rear yards on private property only. Visual screening from view by adjacent home owners should be provided. Gardens should be properly maintained during the growing season. After the growing season, dead plants, stakes, etc. must be removed.

All grading for landscaping, hedges or gardens must take into account that no undue amount of water run-off will occur or encroach upon adjacent property.

Application for Approval: See Section 2.1, Paragraph (8).

Property Easement: See Section 2.1, Paragraph (12).

2.7

AIR CONDITIONERS AND OTHER SUCH DEVICES:

Central air conditioning is the only type approved for townhouses in Charlesgate Village. The heat exchanger unit for central air conditioning may be located on the front or rear patio area of the townhouse.

Application for Approval: See Section 2.1, Paragraph (8).

PATIOS AND OTHER PERMANENT PATIO STRUCTURES:

(1) Patios: Every townhouse in Charlesgate Village has a concrete patio located at the rear of the unit and most units have concrete patios in the front of the units. No new or replacement in kind patio will be approved that is not shown or defined in the plans and specifications for Charlesgate Village Phase I, II or III.

Outdoor carpeting or other such covering such as tiles, etc. may be permanently secured over the top surface of the rear patio only but shall not extend beyond the outside edges of the patio. No carpeting or other such covering will be approved for any other location or application. Color of carpeting or other such covering shall be compatible with the color of the townhouse siding or trim. Any damage to the carpeting or covering and any danger or injury caused by such carpeting or covering will be the home owner's responsibility. A notarized release to this effect relieving the C.V.A. of any and all responsibility for damage, injury, etc. caused by the installation of such carpeting or other such covering, must accompany the application for approval.

Application for Approval: See Section 2.1, Paragraph (8).

(2) Permanent Patio Fixtures: May be placed on rear patios if they comply with the following:

- a. are not visible to the neighbors or found to be a nuisance to the neighbors. This includes appearance, size, shape, obstruction to sunlight, noise or damage to neighbor's property.
- b. do not interfere with the exterior maintenance.
- c. do not extend on common ground.

Gas/electric metal barbecues will be considered for rear patio installation only, however, the utility line serving the barbeque must be installed underground and maintained by the home owner. Any damage caused by these barbecues will be the home owner's responsibility.

These guidelines should not restrict the home owner from submitting designs of permanent fixtures of any well thought out alternative approaches.

Note: It is the home owner's responsibility to keep and maintain all approved permanent rear patio fixtures in good repair and appearance. No maintenance or repair of any nature will be provided by the Charlesgate Village Association.

Application for Approval: See Section 2.1, Paragraph (8).

Governmental Permits and Approvals: See Section 2.1, Paragraph (9).

Property Easements: See Section 2.1, Paragraph (12).

2.9

RECREATIONAL AND PLAY EQUIPMENT:

The Association has provided playgrounds for the children. Recreational play equipment should not be placed on common ground in other areas than the playgrounds. The home owner will be held responsible for the damage done to common ground by such equipment whether it be temporarily or permanently installed. Equipment placed on private property must not be visible to the neighbors or a nuisance to the neighbors. It should not extend onto common ground, or interfere with exterior maintenance of the property.

Approval will not be granted for installation on common ground. Approval will be necessary before installation on private property.

No recreational or play device will be approved which could cause undue noise or disturb the peace or privacy of adjacent townhouse residents.

Application for Approval: See Section 2.1, Paragraph (8).

2.10

METAL CHIMNEYS AND FLUES FOR INTERIOR FIREPLACES:

Metal chimneys and flues for townhouse interior fireplaces must conform to all applicable Town of Amherst Building and Fire Codes. The flues should penetrate through the roof at a location four feet six inches (4' 6") down roof from the roof peak and should not extend above the point of penetration through the roof more than four feet (4'). The applicant must prime coat and finish coat paint the flue with suitable heat resistant paints and primers to match the color of the applicant's townhouse trim. No fireplace chimney or flue will be approved which runs along the outside surface of the townhouse front or rear walls.

Application for Approval: See Section 2.1, Paragraph (8).

Governmental Permits and Approvals: See Section 2.1, Paragraph (9).

2.11

OTHER CHIMNEYS AND FLUES FOR INTERIOR FIREPLACES:

Owners of end townhouses or townhouse clusters may make application to the Committee for approval of installation and routing of the chimney or flue up the exterior side wall of the unit. Chimney and flue construction with exterior covering must conform to all applicable Town of Amherst Building and Fire Codes. The exterior of the chimney and flue must be enclosed in a wooden frame structure not less than forty-eight inches (48") wide by not less than twenty-four inches (24") deep, attached to the side of the townhouse and extending at least twenty-six feet (26') from ground level to the top of the enclosure. The trim and siding of the enclosure shall match the trim and siding of the applicant's townhouse. The applicant must prime coat and finish coat paint the enclosure, trim and flue to match the existing townhouse.

Since the endwall chimney or flue encroaches upon common grounds, the applicant must have a property easement from the C.V.A.

See Appendix "B" of these guidelines for an example of approved end townhouse chimney and flue installation.

Application for Approval: See Section 2.1, Paragraph (8).

Governmental Permits and Approvals: See Section 2.1, Paragraph (9).

Property Easement: See Section 2.1, Paragraph (12).

2.12 ATTIC VENTILATORS AND LOUVERS:

Ventilators and louvers which extend through the townhouse roof and end eaves will be considered for approval. They should be as small as practical and located in the least visible side of the roof or end eaves. The applicant must prime coat and finish coat paint roof ventilators to match the existing color of the applicant's townhouse trim. End louvers must be prime coat and finish coat painted by the applicant to match the trim color of the applicant's townhouse siding.

Application for Approval: See Section 2.1, Paragraph (8).

Governmental Permits and Approvals: See Section 2.1, Paragraph (9).

2.13 SIGNS, SEALS, NAMEPLATES, ETC.:

Signs, seals, nameplates or other such exterior devices or fixtures are not allowed.

Application for Approval: See Section 2.1, Paragraph (8) and Rule Three of Rules and Regulation.

2.14 NEWSPAPER BOXES:

They are a functional necessity and do not need special approval. However, they should be straight forward in design, mounted in an inconspicuous spot on simple metal or wooden posts and painted to match the trim.

2.15

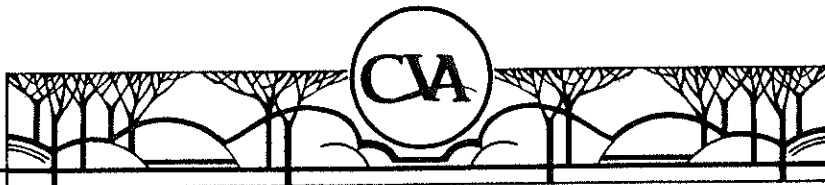
HANGING DECORATIONS:

May be placed on the exterior of the home owner's Unit as long as they comply with the following:

- (1) do not extend on or over common ground;
- (2) do not interfere with the exterior maintenance of the property;
- (3) are not found to be a nuisance to their neighbors. This includes, appearance, size, shape, obstruction to sun light, noise or damage to neighbor's property.

They will need prior approval before installation.

Application for Approval: See Section 2.1, Paragraph (8).



Charlesgate Village Association Inc.

RESOLUTION
(Existing Decks, Replacement Decks)
OF THE
BOARD OF DIRECTORS
OF
CHARLESGATE VILLAGE ASSOCIATION, INC.

ADOPTED
NOVEMBER 9, 2005

WHEREAS, the Board of Directors of the Charlesgate Village Association, Inc. is empowered to govern the affairs of the Homeowners Association pursuant to Article V of the Bylaws.

WHEREAS, the Board deems it necessary to set a policy regarding existing decks and replacement decks pursuant to the Architectural Guidelines.

THEREFORE BE IT RESOLVED THAT: due to concern of the harboring of critters as well as the appearance and value of the community, the construction of a new deck is prohibited. Any existing deck that requires repair/replacement must be located a minimum of three (3) feet away from an adjoining unit (Town of Amherst Building & Fire Code) and replicate the current configuration including the following guidelines:

- **Pressure treated wooden materials.**
- **Free standing and not attached to unit.**
- **Must have a secure railing and be built to current building codes.**
- **The deck structure and permanent fixtures must be stained to a wood finish matching the privacy fences.**

All deck alterations/modifications are exterior architectural changes and therefore must be approved by architectural application prior to said changes.



RESOLUTION FOR SATELLITE DISH INSTALLATION

Approved 02/11/04
Revised 07/18/06

The Board of Directors of the Charlesgate Village Association, Inc. has passed the following resolution regarding the installation of satellite dishes.

Prior to any satellite dish being installed, an Architectural Change Form must be completed by the unit owner and submitted to the Board of Directors for approval.

In accordance with the Federal Communications Commission, the Board reserves the right to allow a satellite dish to be installed on a common or exclusive use area based on receiving proper signal reception as well as minimizing adverse visual impact.

Please note that the satellite dish, and any other equipment placed on any roof (unit, foyer or garage), must be installed at least 8 (eight) feet from the roofline in order to prevent nail penetration of the ice/water shield located below the shingles. Therefore, a Board Member and/or a Board designee must be present at the time of installation in order to ensure that the integrity of the property is preserved on an aesthetic basis.

The unit owner will be responsible for the maintenance of the dish as well as any damage that may be incurred during installation and/or removal.

Accordingly, upon the sale of your unit, the purchaser automatically inherits the responsibility to maintain the satellite dish as well as becomes responsible for any damage due to installation or removal thereof.

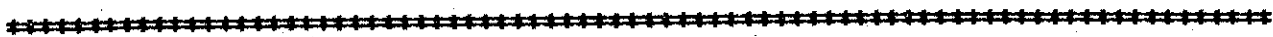
**REVISIONS AND ADDITIONS TO RULES, REGULATIONS
AND
ARCHITECTURAL GUIDELINES**

Rule Ten

No outside radio or television antenna or satellite dish shall be erected on any lot unless and until permission for the same has first been granted by the Charlesgate Village Association, Inc., Architectural Committee.

Rule Twelve

(Add to a.): It is also the law in the Town of Amherst that the dog owner must clean up after his/her dog.



ARCHITECTURAL GUIDELINES

1.4 Architectural Committee Review Criteria (paragraph 3 of introduction)

Applications for proposed exterior architectural changes will not be considered if the unit owner is delinquent in the payment of regular assessments, special assessments, and/or has liens placed by the Charlesgate Village Association against the unit.

2.5 Doors and Windows

~~4. Glass Block Windows. In accordance with the Town of Amherst Code,~~
the installation of glass block windows for any large basement window will not be approved. The installation of 4-inch clear glass block windows may be approved for the small basement window if a vent is provided.

Adopted June 14, 1995.

Charlesgate Village Association, Inc.
ADDENDUM – June 18, 2025
Electronic Vehicle Charging Station Guidelines
Section 2.16

I. Purpose

This addendum establishes guidelines and requirements for the installation and maintenance of Level 2 Electric Vehicle (EV) charging stations in detached garages. It ensures compliance with New York State law, local codes, and community standards while protecting homeowner rights and the integrity of shared infrastructure.

II. Homeowner Rights and HOA Authority

Pursuant to New York State's Electric Vehicle Rights Act found in N.Y. Real Prop. Law § 343 (2023), the HOA shall not prohibit a homeowner from installing an EV charging station in their designated garage space. However, the HOA retains the right to impose reasonable conditions to ensure safety, liability, visual harmony, and preservation of common elements.

III. HOA Approval Process

EV charging stations are available for installation for all homeowners with detached garages. Homeowners must first obtain a permit from the Town of Amherst, proof of insurance and then secure approval from the HOA.

1. **Town Permit:** Apply for a permit from the Town of Amherst for the EV charging station installation.
2. **Insurance Notification:** Notify your insurance provider and ensure coverage is added for the EV charging station installed in your detached garage.
3. **HOA EV Resident Request Form:** Submit an EV Charging Station Resident Request Form for HOA approval (contact Property Manager or download from Charlesgatevillage.com), which must include:
 - Copy of Town of Amherst Permit Approval
 - Proof of Insurance
 - Name, license number, expiration date, and insurance details of the licensed electrician performing the work
 - Contact information (name, address, phone number, and email, insurance) for any contractors involved
4. **HOA Approval:** Submit the completed form to the HOA for review and final approval. You will hear back from the HOA within 10 days of your request.
5. **Post-Installation Steps:**
 - The homeowner must contact the Town of Amherst for the final inspection within 5 days of the completed installation.
 - Once the installation has passed Town of Amherst inspection, complete and submit the Inspection Confirmation Form to Management. (Form is included as page 2 in the EV Charging Station Resident Request Form download).

V. Policy

Homeowners agree that electric vehicle charging is permitted only within the homeowner's detached garage or on the homeowner's extended driveway. Charging of electric vehicles in any other location—including but not limited to shared driveways, common areas, walkways, or fire lanes—is strictly prohibited.

Violations of this policy may result in written warnings, fines, or other enforcement actions as provided in the HOA's governing documents. The HOA Board may amend this policy as needed, in compliance with state and local regulations, to reflect changes in law, technology, or safety standards.