

Martha's Vineyard Camp Meeting Association  
Preservation and Construction Handbook  
For Leaseholders, Architects, Designers, and Contractors

**Second Edition**  
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## FORWARD

The ***Preservation and Construction Handbook*** was developed as a guide for leaseholders, architects, designers and contractors as they work to repair, renovate, restore, revitalize, and preserve the campground cottages.

Whether you are a new cottage owner, or your family has owned a cottage for generations, it is important that you read the “Handbook” thoroughly. It is designed as a guide for you and the professionals that will help you through the planning and execution of your project.

Our cottages are unique historic properties. The many projects undertaken by leaseholders require careful planning, materials and construction documents, approval by the MVCMA through the Architectural Review Committee (ARC) and/or the Buildings and Grounds Committee (B&G) and the issuance of a Certificate of Appropriateness (COA)

No handbook can include all the possibilities that arise with our cottages. All exterior changes to the cottages and/or the leased lot require approval.

## HISTORICAL CONTEXT

The Martha’s Vineyard Camp Meeting Association (MVCMA) started as a Methodist camp meeting in a half-acre oak grove site in 1835. This event was repeated the following year and the site continued to grow into what it has become today – a community of more than 319 late 19th and early 20th century buildings, the majority of which are summer cottages.

Throughout the 19th century, Methodist camp meetings, “woodland revivals” lasting several days, spread over our continent. These tented villages in the wilderness often became permanent communities with specialized building types and particular characteristics. The communities were planned and built with several sets of unique forms and architecture which created a magical environment – a work of art.

The MVCMA was listed in the State and Federal National Register of Historic Places in 1978. In 2005 it was designated as a National Historic Landmark (NHL) “because of its historic connection with the great religious “camp meeting” movement of the early 19th century and the architectural style developed on the site. Wesleyan Grove had a leadership position in establishing the community form for permanent camp meetings and resorts, and the unusual layout of its grounds was emulated and used as a model at many post-Civil War camp meeting sites.” Today there are over 2,500 historic places that bear the National Historic Landmark (NHL) distinction. The property of the MVCMA and its Leaseholders (sometimes referred to as “the Campground” or “Wesleyan Grove”) is an important example of one of the more than 3,000 religious camp meetings of the early 19th century. MVCMA is one of approximately 1,000 remaining camp meeting communities. Tabernacle



The year 1901 was chosen as the interpretive year for the Tabernacle because there have been no major structural changes made to the Tabernacle since that time.

As with the Tabernacle, there have been no major character-defining changes made to the cottages since the period between the late 1880s and the early 1900s when covered porches, kitchens, and bathrooms were added to many of the cottages. For that reason, the period ending in the early 1900’s is used as the general guideline to help determine whether a change to a cottage is appropriate.

The nonprofit Martha’s Vineyard Camp Meeting Association (MVCMA) was established through a Special Act of the Massachusetts Legislature in 1868 as a religious community. The governing Board of Directors is dedicated to the protection of the Campground’s Tabernacle, architecture, and history. The

Architectural Review Committee (ARC) is an appointed committee of the Board of Directors that reviews all applications for alterations, additions, and new construction to determine whether a change to a cottage is historically appropriate. ARC recognizes that cottages have evolved over time and that health, safety, and elements of modern life need to be balanced with historic preservation. The Board of Directors also appoints the Buildings and Grounds Committee (B&G) to review applications to determine lot lines and square footage, as well as location of infrastructure and utilities. Together, these Committees work under the Board of Directors to maintain the spiritual, communal, and physical essence of the MVCMA.

## HANDBOOK SUMMARY

This handbook is intended to clarify the architectural history of the cottages as well as the process that leaseholders will follow for work on their homes. In addition, this handbook is intended for use by architects, designers, and contractors to serve as an informational guide as they work with the leaseholders throughout repair, expansion or renovation projects.

It is the responsibility of the leaseholders to work with the MVCMA to ensure that the projects completed on your property follow the appropriate permitting process and are built according to approved plans. Photographs have been included to provide more clarity in understanding the concepts described.

The intent is to help those planning and designing projects to understand what is expected, and to ensure that the Architectural Review Committee is making decisions in an objective and consistent manner. Decisions regarding Certificates of Appropriateness will be guided by this handbook and will also take into consideration the Secretary of the Interior's Standards for the Treatment of Historic Properties, including the Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings. The Standards and Guidelines may be accessed at:

<https://www.nps.gov/subjects/historicpreservation/standards.htm.nps.gov>



The Handbook begins with a summary of the prevailing building types and styles found on Martha's Vineyard Camp Meeting Association, accompanied by a description of their characteristic elements. This information will help owners and contractors in determining the importance of retaining or replacing those elements that define the structure. It is important to note that much of the architecture of the Martha's Vineyard Camp Meeting Association may be characterized as "Carpenter Gothic"—traditionally built by local artisans or craftsmen in a mixture of architectural styles and often with elements borrowed from various architectural periods.

These preservation and renovation guidelines offer general principles for rehabilitation and new construction, as well as specific details on such issues as siding, roofing, windows and doors, porches, light fixtures, gingerbread, etc. In some instances, the guidelines are not hard and fast rules, but a helpful

direction for the proper treatment of the community's historic structures. The Handbook also contains descriptions of construction rules that must be followed and will be so identified. Preserving the best of the past while allowing for our community's changing needs is a balancing act that requires the cooperation of all those involved. It can be accomplished by the informed goodwill of leaseholders, expertise of architects and contractors, and with the experience and good judgement of the Architectural Review Committee (ARC) and the Buildings and Grounds Committee (B&G) who have been appointed by the MVCMA Board of Directors to guide these decisions.

## HISTORY OF COTTAGE DESIGN

Camp meetings have been held yearly in Wesleyan Grove since 1835, apart from 1845, for approximately one week in August. There were religious services, prayer meetings, and hymn sings happening morning,



noon and night. At the end of the day, participants retired to the communal society tent of their home church, and, increasingly over time, to individual family tents. Over time, as people began to stay longer, changes were made to improve their living conditions. Tent platforms were added followed by wooden frames to hold the canvas tents that had been made at home. Next, wood sides appeared and eventually wooden roofs.

Wooden structures began to appear in 1859 and by 1864 there were about 40 cottages, primarily built by local carpenters. What emerged was a new architectural form known as the Wesleyan Grove Cottage. The influence of the church and the tents from which they evolved is clearly reflected in the design of the cottages.



Most of those early cottages combined all of the architectural elements available to local builders to produce that classical Campground cottage - the artistic ambition, the entrance and balcony motif, the vertical boarding and light frame, the two-room rectangle plan of the tents with 3 posts to a side and gaping entrance, and the Gothic Revival, Romanesque, and sometimes square articulation of the openings, which are emphasized by hood moldings. Especially when combined with the distinctive gingerbread, this gives the cottages a special character.

The typical Wesleyan Grove cottage is a one and a half or two-story rectangular building with the short side facing front. The light, six 3"x4" posted rectangular cottage frame is enclosed by a skin of single lengths of random-width, three quarter inch tongue-and-groove long-leafed yellow pine boarding applied vertically. The typical cottage is 11 to 16 feet wide. The distance from the ground to the gable is approximately twice the width where the roof meets the gable at a 90-degree angle. The centrally located double doors on the ground floor, with narrow windows on each side, generally lead to two rooms. A narrow staircase in the back room leads to the second floor. The upper double doors lead out to a balcony cantilevered over the double doors on the ground floor.

The filigree, or gingerbread, a major contributor to the cottages' magical appearance, was probably winter work by local carpenters prior to 1871. In 1871, the first of three mills began producing construction materials and a variety of small and tight balcony trims and the more flamboyant verge board or bargeboard trim.

Covered porches began to appear in the 1880s, softening the austere original cottages. A variety of additions to cottages were built to accommodate kitchens and bathrooms after safe drinking water became available in the very late 1800s followed by flush toilets replacing the privies in 1903.

Most of the cottages built between 1859 and 1880 reflect the architectural form of the Wesleyan Grove Cottage, as do nearly all the surviving cottages. A few cottages built later are of other architectural designs. While there were distinctive substyles in the early cottages, it was said, "the 500 cottages of 1880 were more alike than different" - and that is still true today.

## PLAN REVIEW PROCESS

Leaseholders desiring to alter or repair their cottages or to perform other work within the scope of these rules and requiring a permit must receive approval **prior** to beginning the project. The Executive Director or Supervisor of Buildings and Grounds will issue a Certificate of Appropriateness after approval by ARC and/or B&G, as appropriate. The leaseholder will then apply to the Town of Oak Bluffs for a building permit. An MVCMA permit does not satisfy the requirement to obtain a building permit or other regulatory approvals from the Town of Oak Bluffs.

The process is as follows:

1. ***Apply for an MVCMA Certificate of Appropriateness*** – Applications should be submitted to the Executive Director, who will refer the application to Building & Grounds (B&G) and/or ARC, as appropriate. Application Forms are available at the [office@mvcma.org](mailto:office@mvcma.org) and on-line at: [http://www.mvcma.org/uploads/6/9/5/4/69547609/certificate\\_of\\_appropriateness\\_application.pdf](http://www.mvcma.org/uploads/6/9/5/4/69547609/certificate_of_appropriateness_application.pdf). A \$25 application fee is required for Major Projects and must accompany the application. No fee is required for projects that fall under the Simplified Approval category. A detailed description of the ***Scope of Work*** to be done and plans must accompany the request (***See Scope of Work section below for details***). Allow for at least 30 days for review and reply. An emergency repair can be approved within 24 hours. Applications that are incomplete or do not contain enough detail will be returned and the timeline for the 30-day review will be reset.
2. ***Abutting Leaseholder Notification***- “Abutting leaseholder” means a leaseholder of any lot that touches the leaseholder’s lot and any other leaseholders on surrounding lots that might be affected by the proposed construction. Generally, the area reviewed will be a radius of 100’ of the cottage where the changes are proposed. The MVCMA shall send notice to abutting leaseholders of the proposed construction and include a copy of the plans for the proposed construction, by mail, commercial delivery service or electronic mail and invite abutting leaseholders to comment on the proposed construction. If sending a copy of the plans is impractical, a description of the proposed construction may be sent instead. Any interested leaseholder may comment on a proposed project and may review the same plans and documents that are available to abutters.
3. ***Abutters’ Comments***- To be considered, comments by abutting leaseholders or other interested leaseholders must be received by the MVCMA Office within 10 days of the date notice is sent to the abutting leaseholder.
4. ***Additional Meetings and Inspections***-Following the opportunity for a site visit(s), meeting with cottage owners, receipt of timely comments from abutting leaseholders, and/or discussion with builders or architects, a letter will be sent to the cottage owner advising the owner of the MVCMA Committee’s determination. The determination can range from “approved,” “approved with conditions” or, “denied” In the case of a denial, the leaseholder may explore other options. If requested, ARC will work with the Leaseholder to explore appropriate alternatives before a final denial is issued.
5. ***Time Necessary for Decisions***-Once an application is complete, B&G and ARC may take up to 30 days, or more for review of a complex project. The leaseholder will be notified if approval will be delayed and be given a projected date for action. Changes to the project may extend the review process. Please take MVCMA work rules and seasonality into consideration and plan accordingly.
6. ***Certificate of Appropriateness***- When the review of plans and abutters comments has been completed and approved by ARC and/or B&G, the Executive Director or Supervisor of Buildings and Grounds will issue a Certificate of Appropriateness for the project, which must be prominently displayed in a front window of the cottage along with the Town of Oak Bluffs Building Permit.
7. ***Monitoring the Project***- The Executive Director or Supervisor of Buildings and Grounds will monitor all construction projects to assure that permits are on file and that the work is in conformance with the permit. If non-permitted work is discovered, staff will work with the leaseholder to bring the project into compliance. In rare cases where permits have not been obtained and/or the work substantially differs from the submitted and approved plans, staff may issue oral or written STOP WORK orders.

***NOTE: Certificate of Appropriateness from the Camp Meeting Association and the Town Permits (in that order) MUST BE ISSUED BEFORE ANY CONSTRUCTION OR REPAIR WORK IS STARTED.***

# MVCMA Certificate of Appropriateness: Application Details

Applications for a Certificate of Appropriateness (COA) must include the following components:

## Scope of Work

### 1. *What is there now?*

The Committee requires a complete description or drawings with dimensions AND photographs of the portion of the cottage that is to be repaired, restored, renovated, or expanded. The photographs should show the entire elevation (side of the cottage), as well as closer views of the area. Additional photographs should show an expanded view of the cottage with its neighbors so the Committee can see how the proposed changes fit with the surroundings.



A site plan must also accompany the application for requests to increase the cottage footprint or to construct other structures such as a shed or shower. (See **Formal Application Process for Certificate of Appropriateness below** for details) Abutters MUST be identified and given an opportunity to comment on your project. (See Application Procedures for details). This will be done by the Executive Director or the Supervisor of Building and Grounds.

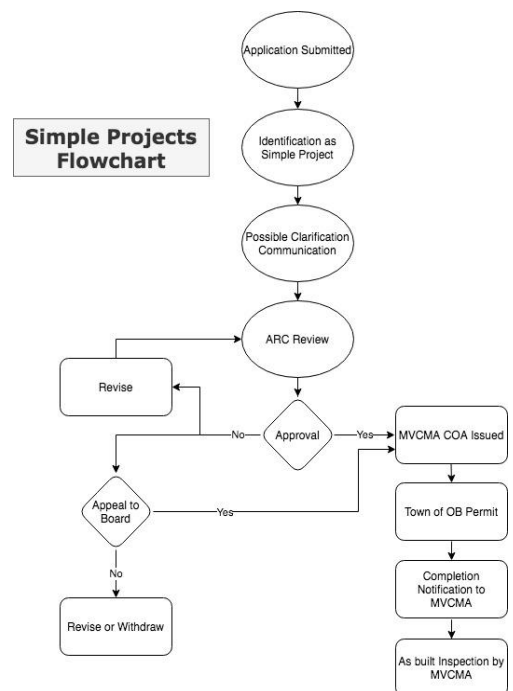
### 2. *What are you planning to do?*

The Committee requires a complete description or drawings with dimensions of the proposed repair, restoration, renovation, or expansion. The drawings should show the entire elevation (side of the cottage), as well as closer views of the area. The application must include a copy of a quote sheet from a vendor describing all component materials such as doors, windows, gingerbread, shingles, light fixtures, and other items that the leaseholder is proposing to use. A catalog page or cut sheet is not sufficient.

The Committees are committed to responding to applications as quickly as possible. To do this it is necessary for all Committee members to receive complete application information in a timely manner. However, some applications are more complicated than others and applications break down into two categories: (a) Simple Request Project and (b) Major Project based on the level of complexity. Each has different requirements for information:

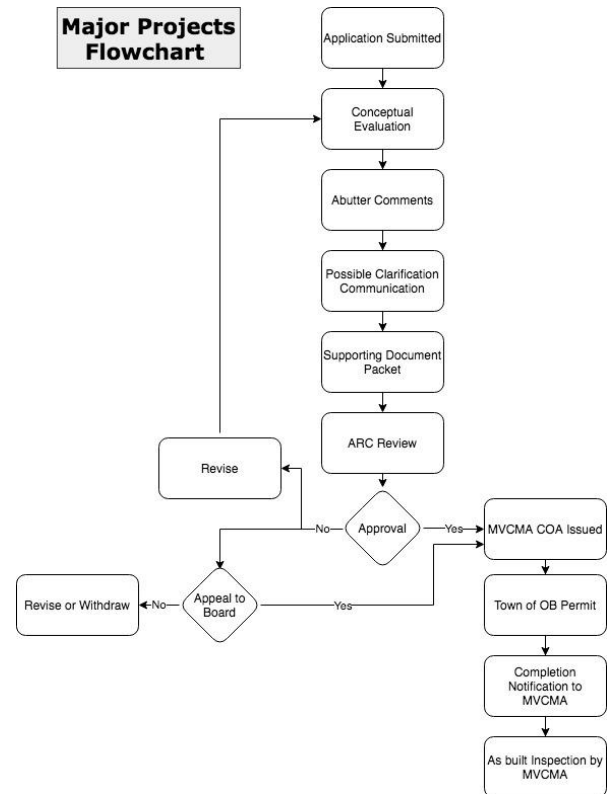
**Simple Projects**-These applications can usually be approved immediately, and the Executive Director or Supervisor of Buildings and Grounds will issue a Certificate of Appropriateness for the project, which should be prominently displayed in a window of the cottage. Replacing or repairing existing features with the existing materials is considered a simple project. Projects covered in this category include:

- a. Repair/replace roof shingles
- b. Replace fence, to existing height
- c. Re-shingle cottage with cedar shingles that meet building code
- d. Replace porch boards (wood only, and painted if pressure treated)
- e. Replace porch railings to match existing (wood only)
- f. Repair or replace wooden screen doors to match existing, if existing are appropriate
- g. Repair or replace skirting to match existing



**Major Projects** -These are projects that may change architectural, structural or design features of a cottage or the lot and will require a more extended review process. They include

- a. Additions
- b. Demolition
- c. Renovation
- d. Window Replacement
- e. Door Replacement
- f. Relocation of a window or door
- g. Alteration of existing structures
- h. Expansion or reduction of the footprint
- i. Fences, patios, or arbors
- j. Sheds
- k. Addition or removal of trim
- l. Porches
- m. Basements
- n. Foundations, footings, or piers
- o. Excavation
- p. Walkways and driveways
- q. Skirting
- r. Irrigation systems
- s. Heating, ventilation, and air conditioning systems including heat pumps, mini-split, window air conditioners and other types of HVAC systems



### 3. Conceptual Review

For major projects, a narrative describing the **Scope of Work** including a description of the current conditions as well as a description of the finished project should be submitted prior to the meeting to discuss the project. Photos of each elevation that will be changed will be included with the initial packet. Close-up photos that show the location of proposed changes as well as distant photos that show the cottage in the context of neighboring cottages as well as roads and walkways. This process will provide an opportunity for an exchange of ideas before the leaseholder needs to provide formal documents. The conceptual review meeting can be in person or on-line. The meeting may provide guidance before a leaseholder engages the professional services of an architect, designer, or contractor.

**Note:** See details for **Scope of Work** above.

### Formal Application Process for a Certificate of Appropriateness

Information needed from applicants for a Certificate of Appropriateness is as follows:

- a. Name of leaseholder(s) and MVCMA address of property.
- b. A complete description of the **Scope of Work** for the project.
- c. Measured scale drawings showing existing dimensions or the area to be changed.
- d. Measured scale architectural drawings of proposed project
- e. A materials list defining all exterior materials to be used and their locations. The materials list must include quote sheets and dimensions for all materials including:
  - 1. Doors
  - 2. Windows
  - 3. Siding
  - 4. Shingles



5. Trim boards
6. Balusters
7. Rails
8. Posts
9. Vents
10. Exterior insulation
11. Driveway and walkway material
12. Exterior Light fixtures
13. Paving materials
14. Irrigation materials
15. Foundation type and materials

- f. A signed Contractors' Acknowledgement form will be required prior to work commencing. g. An additional signed HVAC Contractors' Acknowledgement form will be required for all HVAC installations prior to work commencing.
- h. A signed Architects' Acknowledgement form, if using an architect will be required prior to work commencing.
- i. Upon request, three full sets of construction drawings as well as a full set of scalable PDF files (Adobe Acrobat) suitable for email (the Committees meet in the off-season via e-mail or on-line to review requests) including site plans showing existing buildings, trees and structures, and proposed changes, including changes that may impact abutting buildings and structures, elevations including all features and exterior finishes.
- j. Digital photographs of the existing building or structure showing location of proposed changes. Photographs will be used to compare pre- and post-construction details and will be kept on file.

**Town of Oak Bluffs Building Permit(s):**

Work must be done under permit from the Town of Oak Bluffs and by licensed persons where required. A Town of Oak Bluffs permit is required in most cases, and you should check with the building officials before starting any project. A Town of Oak Bluffs permit will be issued only upon presentation of approved MVCMA permits. Electrical, plumbing, HVAC, Wastewater, Zoning Board of Appeals (ZBA), and fire department permits may be required as well as a building permit. All permits must be secured before work begins.

Contemplated construction is subject to any restrictions or moratoriums in effect at the time of application and may be subject to review and approval by the Massachusetts Department of Environmental Protection, the local Conservation Commission, and other regulatory boards. All work must be done according to all applicable building and fire codes and must be insurable.

**Approval:**

Once approved, applications will remain open for one year so that changes from the original approved plans may be made if necessary. An extension must be requested prior to the expiration of the permit.

NO changes to approved plans including any changes required or requested by the Town Building Inspector or other Town Departments can be made without specific prior approval by B&G and/or ARC. All changes to original, approved plans must be resubmitted to the MVCMA office following processes and procedures. All proposed changes must be approved by ARC and/or B&G before work on the changes can begin. MVCMA will make every effort to approve changes in a reasonable timeframe to meet the construction schedule.



If a project is not started within a year of the approval date a request for an extension may be submitted in writing to the MVCMA Office. In reviewing requests for extensions, the circumstances for the request will be considered and a one-year extension will be granted if it is warranted. If an extension is not granted the project must be resubmitted as a new project and must meet all construction rules in effect at the time of resubmission.

#### **Display of Certificate of Appropriateness and Building Permits**

An MVCMA Certificate of Appropriateness, issued by the Executive Director or Supervisor of Buildings and Grounds, and a Town of Oak Bluffs Building Permit are to be posted as to be easily visible from the primary walkway to the cottage. The Certificate of Appropriateness and Oak Bluffs Building Permit must remain in place until the project is completed.

#### **Appeal Process**

In the event an application is denied, a leaseholder may file an appeal in writing with the MVCMA Board of Directors within 45 days of the date of the denial. The Board will review the appeal at the next regularly scheduled Board Meeting. The Board will make the final decision.

#### **Records**

A file will be maintained on each address showing the history of permit requests and footprint alterations.

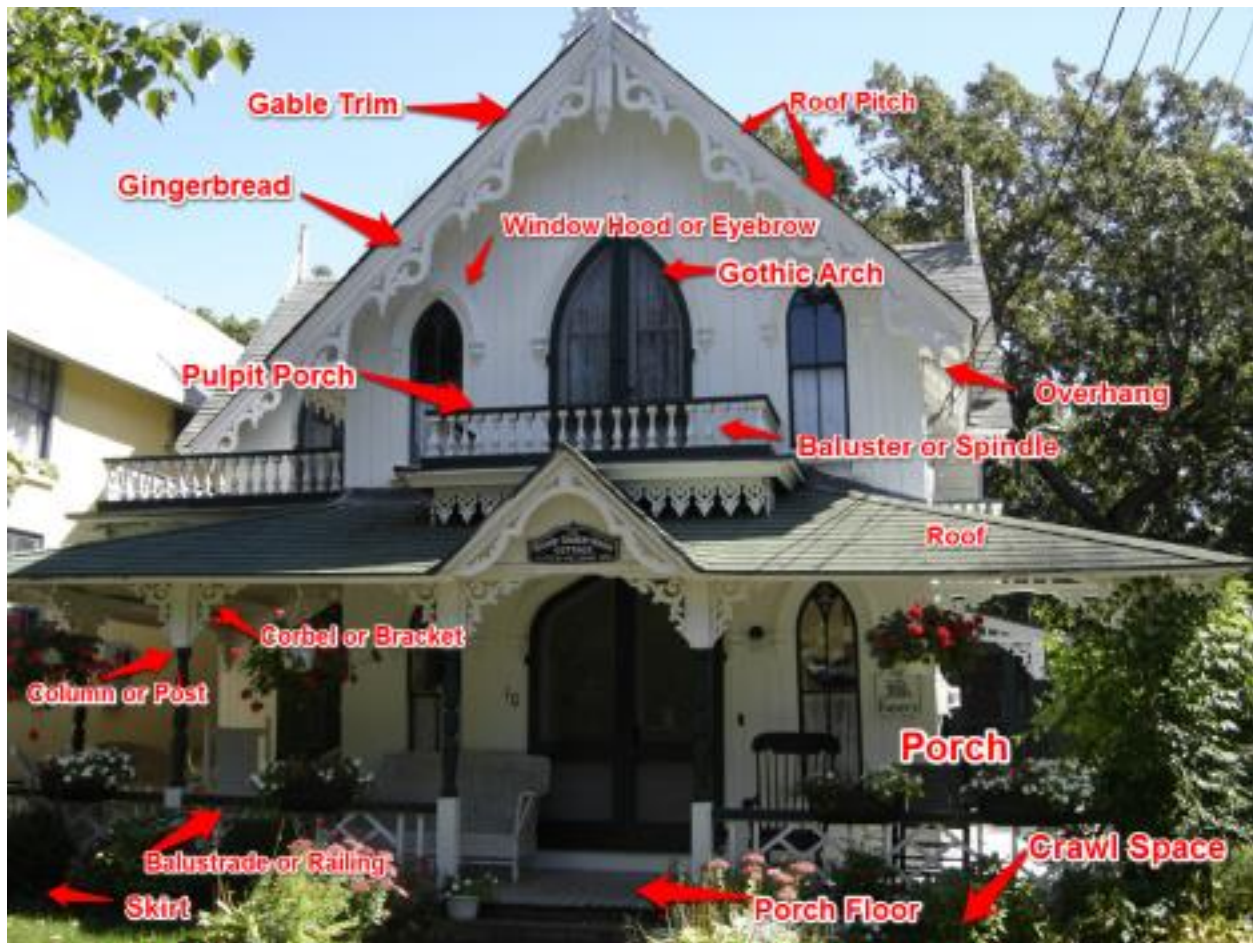
#### **Projects Without Approval**

Any projects initiated and/or completed without prior approval of B&G and/or ARC may be ordered removed by the MVCMA. At the discretion of the Residential Lease Committee construction without approval may result in termination of the leaseholder's lease and/or fines.

#### **Resolution of Committee Issues**

If the ARC, B&G or Residential Lease Committees are unable to reach agreement concerning an issue where jurisdictions intersect, the matter will be referred to the Board of Directors to resolve the impasse.

## OVERVIEW OF ARCHITECTURAL ELEMENTS



## CONSTRUCTION RULES AND GUIDELINES

### General Rules

1. A Certificate of Appropriateness from the Camp Meeting Association must be issued before any construction or repair work is started.
2. It is the Leaseholder's responsibility to determine whether a Town Building Permit is required and if so, that permit must be issued before any construction or repair work is begun.
  - a. To be approved by the Town, a building permit application must be accompanied by a Certificate of Appropriateness from the Camp Meeting Association.
3. Exterior items including the overall structure and items permanently affixed to the structure, excluding paint, must be approved by ARC prior to beginning work.
4. Interior work including plumbing, electrical, heating, generally, will not require approval from the Campground but may require a permit from the Town of Oak Bluffs.
  - a. Exterior painting does not require a permit.
    - i. Leaseholders determine the colors for their cottage.
    - ii. Safe lead paint removal practices must be followed.
5. Ramps and other temporary modifications to meet medical needs will be expedited for the duration of the medical need.
  - a. An application and approval prior to the modification is still required.
  - b. An annual renewal is required.

### **Items included in the Guidelines**

This document is designed to provide Leaseholders with direction as they consider repairs, restoration and new construction on the cottages. Specifics are provided wherever possible. Because each cottage, setting, and neighborhood is unique, this Handbook cannot be all-inclusive. Leaseholders should use the principles to plan and make decisions about renovations and restoration to the Campground cottages. New building materials, improvements to mechanical systems, changes in infrastructure and new design features impact the appearance and livability of cottages. Each application will be reviewed individually to ensure that projects are appropriate for that particular cottage based on these guidelines.

In proposing projects, consider that while a Leaseholder signs a lease yearly based on square footage of land being utilized, the Leaseholder does not own the land. All land is owned by the Board of Directors of the Martha's Vineyard Camp Meeting Association.

No leaseholder is allowed to modify the land or alter the use of their leased lot or other MVCMA land without written approval of the Buildings and Grounds Committee. While the MVCMA will work with Leaseholders to make additions and repairs, this is not always possible given the broader context in which the land is used.

Although requests are handled on a case-by-case basis, the Committees may feel that an application of a new item may have a significant impact on the cottages and the Campground if the item were installed on most or all of the cottages. For example, a request for solar panels would have a significant impact if installed on large numbers of cottages. Therefore, a moratorium may be declared until a rule can be developed and approved by the Board of Directors prior to making a decision on the application.

*Note: All "Not Recommended" photographs were taken outside of the Campground*

### **Meeting Current Standards**

Many cottages have materials and architectural elements that pre-date architectural review and do not meet current standards. These items are "grandfathered" and may be repaired and left in place.

An element or material that is removed from the cottage may not be reinstalled or replaced with an element or material that has not been approved. If vinyl siding, aluminum siding or a vinyl window is removed as part of a project, then it cannot be reinstalled without an explanation as to why current standards cannot be met, or if replacement of such item(s) compliant with current standards would require structural alteration to the cottage, then replacement with non-compliant items will be considered upon application.

Renovation and restoration provide an opportunity to bring architectural details, historical elements, and materials up to current standards. This is similar to and in concert with building codes.

### **Timing of Work**

Work may not be done on Campground cottages or other buildings or land in the MVCMA Campground, except during dates, days, and times specified by sections (b)-(d) of this section:

1. July and August
  - a. quiet repair work, not requiring an MVCMA or Town of Oak Bluffs permit, such as painting, may be done by the leaseholder or a member of the leaseholder's family, but not by anyone else, only on Monday through Saturday between 8:00 am and 6:00 pm, provided the work (A) does not involve the use of power tools and (B) does not cause a hardship on any other leaseholder.
  - b. Emergency work, including the repair of leaking roofs, broken windows, failed plumbing, and the

like may be done with an MVCMA Special Summer Season Permit and any necessary Town of Oak Bluffs permit, provided that the work is done only on days and during hours specified in the MVCMA Special Summer Season Permit.

2. September through June
  - a. Construction or repair work may be done by leaseholders or contractors on Monday through Saturday between the hours of 8:00 am and 6:00 pm
  - b. Construction or repair work may be done by the leaseholder or a member of a leaseholder's family, but not by anyone else, on Sunday, between the hours of 12:00 noon and 6:00 pm.
3. At any time of year, the following work may be done, provided the work does not cause a hardship on any other leaseholder and such work is done either (A) by the leaseholder or a member of the leaseholder's family, or (B) by anyone else provided that such work done by anyone else may be done only on Monday through Saturday between the hours of 8:00am and 6:00 pm and on Sunday between the hours of 12:00 noon and 6:00 p.m.
  - a. Ordinary grounds maintenance (such as grass cutting and ordinary plant care).
  - b. Ordinary cottage cleaning, to the extent not requiring an MVCMA or Town of Oak Bluffs permit.

## TYPES OF WORK

### **Air Conditioners (See HVAC)**

A permit is not required for an indoor portable air conditioner unit that vents out of side or rear windows.

Window-mounted air conditioners are permitted inside or rear windows. A permit is required before installation. For either air conditioner installation, every attempt should be made to place them in a location not visible from the public ways. Window units in front windows will not be approved. So-called "through the wall" mountings will not be approved.

If neighbors object to operational noise or exhaust heat, the MVCMA reserves the right, after review, to order re-location, removal, or operational restriction of the unit.

Recommended	Not Recommended
	

### **Basements**

Some of the more than 300 cottages have full or partial basements. Several date back to the 1800's as basements while others served as cool storage for food prior to refrigeration. Some cottages have modern cement block or poured concrete basements or crawl spaces that are only a few years old. The procedure listed below outlines the steps for construction of a basement.

1. Except as provided in this policy, applications for basements and other major excavation work must be submitted and will be handled in the same manner as applications for other Construction and Preservation Projects.
2. The building owner must:
  - a. submit an engineering report, satisfactory to the MVCMA, prepared by a qualified, licensed, and insured Professional Engineer, approved by the MVCMA Building & Grounds Committee, hired, and paid for by the applicant that indicates that the proposed excavation and installation will be accomplished without unreasonable risk to the structure involved in the excavation or to other structures. Depending on the location of the structure and its surroundings, the MVCMA may require additional assistance in considering the proposal and this might include additional



- engineering or other reports from, including, but not limited to, those by a Geotechnical Engineer, Structural Engineer, or other qualified experts, as determined to be appropriate by the MVCMA Buildings and Grounds Committee. The engineering report should indicate, among other things:
- i. i. how the soil will be retained while the hole is being dug
  - ii. ii. the sequence of how the job should be performed
  - iii. iii. soil compaction requirements - under the footing and outside the foundation wall between the wall and any adjacent building; and
  - iv. iv. the foundation wall design, including the footing size and how it will be reinforced, and if masonry grouting and reinforcement requirements must be satisfied, and the connection for the top of the wall to the cottage framing to comply with Massachusetts seismic code requirements.
- b. in the application, indicate that the work will be done in conformity with the approved engineering report and any other required reports by a qualified, licensed, and insured contractor, and in compliance with applicable building code and town permit requirements.
  - c. agree in writing to indemnify MVCMA for liability it may incur to other building owners or businesses, and for the costs of defending claims brought by other persons for damages alleged to have been caused by the excavation work.
  - d. agree in writing to compensate other building owners or business owners for damage caused to their structures or their businesses by the excavation,
  - e. provide from each of the owners of the cottage where the excavation will be done, and in the case of a cottage owned by a Trust, Corporation, Limited Liability Company, or other organization, the individuals who hold beneficial interests in the Trust, Corporation, Limited Liability Company, or other organization a written personal guarantee for the indemnification and compensation agreements specified in paragraphs (c) and (d).
  - f. submit plans which demonstrate to the satisfaction of the MVCMA Architectural Review Committee and the MVCMA Buildings & Grounds Committee that upon completion, the installation will be unobtrusive and not detract from the historic appearance of the structure, provided that (1) any bulkheads or basement windows will not appear on the front of the cottage and will otherwise be reasonably hidden from view; (2) the basement or foundation walls will not raise the height of the building except as necessary to comply with applicable building codes; (3) any otherwise visible basement or foundation walls will be covered by painted wood skirting of the same type, design, and material on the rest of the structure, or, if no skirting currently exists, by skirting on similar Campground structures.
  - g. pay the MVCMA for its allocable internal and third-party costs of monitoring the entire construction project to ensure that construction complies with any MVCMA certificate of appropriateness that is issued for the project and with all applicable building codes and building permits. Invoices for these expenses may be billed on a monthly basis, and payment within one week is a condition that must be satisfied for work to continue.
  - h. provide the MVCMA with a signed written agreement that the owner of the structure will acquire no property rights in MVCMA land, other than the right to occupy the land as specified in the lease with the MVCMA, as a result of the excavation or installation.
  - i. prior to commencing work, provide the MVCMA with a photographic record, satisfactory to the MVCMA Buildings & Grounds Committee, of existing conditions at abutting buildings.
  - j. agree that the premises will not be occupied by any person unless and until the MVCMA determines that the project is complete.
3. The MVCMA may order work to stop if it determines that work is being done not in compliance with the MVCMA certificate of appropriateness or if it determines that continuing work, even if in compliance with an MVCMA certificate of appropriateness, presents a substantial risk of harm to any other building.

### **Chimneys and Chimney Caps**

Masonry was the historic construction material for chimneys. It is recognized that alternate materials may be appropriate in some installations.

All chimney construction, repairs and demolition require approval. The installation of all types of chimneys including brick, stone, block, metal, or other material, will be evaluated based on safety, use, proximity to neighboring structures, visibility from streets and walkways.

A masonry chimney may be required. Metal chimneys for fireplaces and heating appliances must be enclosed by brick. A metal chimney that extends through a roof less than 3 feet may be exempted depending on the visibility of the pipe from the front of the cottage.

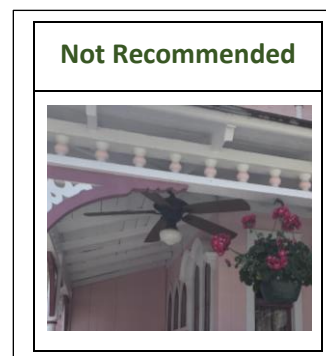


Metal chimney caps are discouraged. If required for safety, caps must be of a type approved by the Massachusetts fire code.

### **Ceiling Fans-Outside**

Ceiling fans are not permitted on porches or in outside areas.

**Cottage expansions** ARC and B&G will review requests for a cottage expansion/addition in their respective areas on a case-by-case basis. B&G will review the impact on the leased lot, neighboring lots, and structures, as well as the overall impact on the campground and drainage. ARC will review each request based upon historical preservation principles and the following guidance.



A key characteristic of Campground cottages is their modest size. In evaluating the appropriateness of an addition or expansion, particular attention will be given to the historic cottage. Other considerations include the cottage's relationship to its setting, the lot size, and the impact upon other nearby cottages.

All expansions (e.g., additions, bump outs, dormers) must be compatible and in scale with the historic cottage's size and historic architectural features. Expansions must also be compatible with the cottage's surroundings, including neighboring cottages. Additions should be distinct from the historic cottage without drawing undue attention from the historic cottage. The addition's massing, which includes the length, width, and height, should be less than that of the historic cottage.

There are two types of expansions:

1. Footprint (ground floor) expansion of the cottage footprint.
2. Second floor addition over an existing one-story addition.

### **Footprint Expansion**

Footprint expansions are limited to up to 5% of the cottage footprint in place before January 1, 2000. This expansion limit runs with the cottage and not the owner. Each expansion project is cumulative. The square footage of successive expansions will be totaled and compared against the pre-2000 footprint calculation. Porches are included in the pre-2000 footprint, but porches added after January 1, 2000, are not included in the 5% calculation. Some cottages have met the expansion limit. Leaseholders are responsible for

providing the measurements of their cottage, including the measurements of any previous expansions that were subject to the expansion limit. Leaseholders should review the cottage's expansion history prior to planning any cottage construction project that could affect its footprint.

Footprint expansions require the review of both ARC and B&G. ARC is primarily responsible for reviewing the architectural design's appropriateness and impact on the historic cottage. B&G is responsible for determining limits within the lot line, drainage issues and other land use issues.

Specific restrictions:

1. No addition may be built closer than 2 1/2 feet from the lot line.
2. The design of the addition should be in scale with the original cottage and less massive.
3. The roof line of the addition may not be higher than the historic cottage and is preferably lower. Because the addition should be distinct from the historic cottage, the roof line of the addition should not be continuous with the historic cottage. If the addition is the same height as the original cottage, the roofline should be set-off. The purpose of this restriction is to control the massing of the new addition.
4. No addition may be within a ten-foot radius of the center of any cesspool unless specifically permitted by the Town of Oak Bluffs. Current building codes and modern construction practices may add volume to the addition project and should be considered in the initial design phase since this may impact the appearance of the addition.

Exception to the 5% limitation: An exception to the 5% limit rule, may be made under the following conditions or circumstances:

1. The entire new expansion is modest and does not exceed 10%
2. The lot is of sufficient size
3. The addition will not overwhelm the historic cottage or neighboring cottages.
4. The overall massing (height, length, and width) of the addition is less than and is in scale with the historic cottage, and the architectural features are compatible with the historic cottage.
5. The impact upon neighboring lots is minimal.

A proposed footprint expansion beyond the 5% limit will require the approval of both ARC and B&G.

#### Second Floor Addition Above Existing Addition

The size of the current one-story footprint is a major factor in determining the design of the second-story addition. Although the 5% expansion limit does not apply to a second-floor addition, the design may impact future footprint expansion.

The second-floor addition may not extend beyond the existing first-floor addition and the entire two-story addition must be modest and be compatible in scale and size with the historic cottage and its historic architectural features. The second story addition may not be within the 2½' setback area even if the existing first story is within the 2 ½' setback area unless waived by B&G.

If the footprint of the current one-story addition is as large or larger than the historic cottage, then the design of the second story addition should be modest. This can be achieved by lowering the roofline and not including dormers to the second-story addition.



The roof line of the addition should not be continuous with the historic cottage's roof line. The roof line should be lower or otherwise be set-off from the historic cottage.

The design and size of a two-story addition will impact the scope of any future addition.

Recommended	Not Recommended
 A small, white, single-story cottage with red trim and a red roof. A red text label "Original Cottage" is at the bottom.	 Two images of houses with excessive additions. The left image shows a two-story house with a large front porch and a second-story balcony. The right image shows a two-story house with a large front porch and a second-story balcony. <p><b>Excessive Additions</b></p>

### **Decks and Patios**

Patios may be constructed with the location approved by the Buildings and Grounds Committee. Patios must be proportionately sized to the cottage and location and may not be set in concrete.

Recommended	Not Recommended
 A small, rectangular patio made of stone tiles with white Adirondack chairs. A red text label "Patio" is at the bottom.	 A wooden deck with a railing and a lattice skirt. A red text label "Deck" is at the bottom.

Patios should be located at the rear of the cottage. The location may not be above grade and may not be constructed in a manner that alters storm runoff from the cottage lot without prior approval from B&G.

Only natural materials such as brick, slate, stone, or shells will be allowed.

Decks are a modern home amenity and are not in keeping with the historic nature of the Campground and are not allowed.

### **Demolition of Buildings**

Demolition of a Campground cottage or other Campground structure, portion of a cottage or architectural feature constitutes an irreplaceable loss to the quality and character of the Campground.

### **Process for Demolition**

1. In compliance with the Oak Bluffs Historic Commission's Demolition Delay By-Law, B&G and ARC will not allow any cottage, structure, or architectural feature to be demolished until an application for a permit has been submitted and formally approved by a two-thirds majority of both Committees.
2. The application must set forth the rationale for demolition and be accompanied by a written statement explaining why such a structure or feature is not historically or architecturally significant or otherwise not worthy of preservation and the reasons why the applicant is seeking to demolish it.
3. If seeking to demolish an entire structure or major portion thereof, the application must also submit definite plans for reuse of the site, evidence of commitment to funding of the new project, a time frame for project initiation and completion, and an assessment of the effect such plans will have on the historic character and integrity of the Campground.

4. B&G and ARC will be guided in their decision whether or not to grant a demolition permit by balancing the historic, architectural, and cultural value of the structure or architectural feature and the purposes of these Rules against the applicant's proof of the unusual and compelling circumstances or substantial economic hardship in retaining the structure or architectural feature and merit of the replacement project.

### **Doors-Entry**

The historic doors are major features of the Campground cottages. Door placement must be pre-approved. An effort should be made to preserve and maintain any original or historic door and entrance features. Occasionally, during the demolition portion of a project, the original size, design, and location of a door are revealed. If this occurs, the leaseholder should contact ARC to revise their application to restore the door as closely to its original condition as possible.

If elements are too deteriorated and beyond reasonable repair, they should be replaced in kind to include matching materials, details and finish as closely as possible. Doors that replace non-historic doors must be of types reflecting the architectural heritage of the Campground. No double or sliding glass doors, French doors, metal, or vinyl doors are allowed. Doors must be approved for style, material, and location.

Storm/screen doors must be constructed of wood and match the profile of the entry door. Wood is required for all new doors and thresholds. All doors must be painted.



Every effort should be made to keep original doors. Rebuilding door frames, weather stripping and good quality storm/screen doors can protect original doors as well as reduce drafts.

Leaseholders are encouraged to use the opportunity to rebuild/restore the original doors or, if necessary, use wooden replacements that are historically appropriate.

### **Doors-Screen/Storm**

Although they were not usually installed as part of the original construction, screen/storm doors have become an important feature of most Campground cottages. The design of the screen/storm door should match the size and shape of the entry door(s) of the cottage, but otherwise should be simple in design. All new or replacement screen/storm doors must be wood and be painted. Existing metal screen/storm doors must be replaced, when desired, with painted wood screens/storm doors.



If the cottage front is shingled or has clapboard siding, the door frame may be trimmed, and the screen/storm doors attached to the trim. Cottages with vertical board siding on the front, eyebrows above the door, or both, should use blocks or long vertical strips of wood to attach the screen doors. The door frame on such cottages may be trimmed if it can be shown that the trim will complement and will not damage, obscure or require relocation of any eyebrows above the door. Blocks, trim or wood strips should be painted the same color as the siding. Eyebrows above doors must not be moved or eliminated to accommodate a screen door or the way it is attached. Every effort should be made to maintain or restore screen doors. Replacement screen/storm door design must be approved, even if the replacement is identical to the existing door as the existing door may not meet this standard.



should be painted the same color as the siding. Eyebrows above doors must not be moved or eliminated to accommodate a screen door or the way it is attached. Every effort should be made to maintain or restore screen doors. Replacement screen/storm door design must be approved, even if the replacement is identical to the existing door as the existing door may not meet this standard.

### **Dormers**

Dormers were originally used in the Campground on a very limited basis. The addition of dormers should be used sparingly. They were generally a single window wide and were lower than the ridgeline of the roof. Small “doghouse” style dormers were most typical and later versions were typically wider and must not be duplicated.

Consistent with the appearance of historic campground cottage architecture, double-window or wider shed dormers should not be installed on any part of a campground Cottage.

Dormers that are historically appropriate on a Campground cottage are important to the exterior appearance. Additional factors that are considered in determining the number, type, and location of dormers:

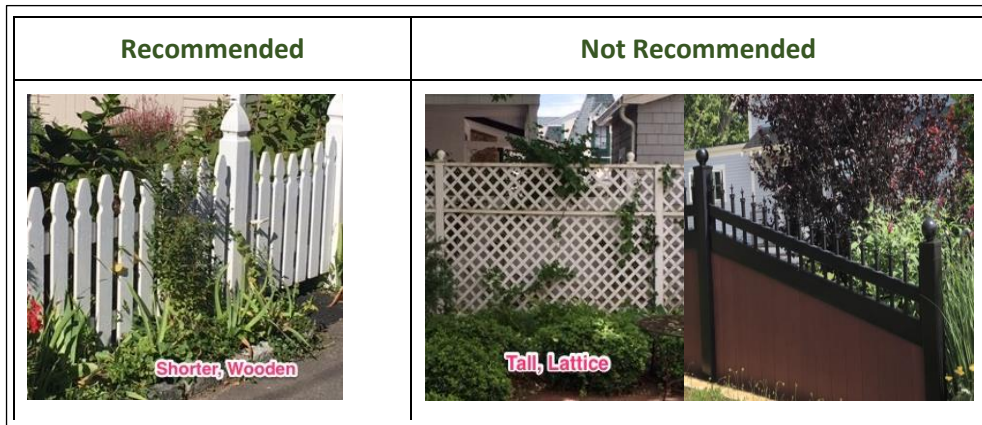


- the extent to which the dormer is necessary to provide headroom or light to otherwise make the cottage more livable,
- the number, style, location, width, and size of the dormers,
- the extent to which the dormers are visible from the road and walkways,
- the extent to which windows installed in the dormers are tall and narrow rather than more square,
- the proximity of nearby cottages and lines of sight from the proposed dormers into neighboring cottage windows,
- the extent to which the dormers add to the size and massing of the cottage and attract

- attention away from the original historic appearance of the cottage; and
- g. the extent to which the addition of the dormers replaces an earlier inappropriate change that detracted from the historic appearance of the cottage.

### **Fences**

Fences along lot lines between neighboring cottages are generally discouraged. Fences must not exceed four feet in height, except outdoor showers and mechanicals enclosures, and must be approved both for design and material by ARC and for placement by B&G, prior to erection. Generally, approved types of fencing include, wood post and rail, and wood picket. Wire, stockade, plastic, or other synthetic or composite fencing will not be approved.



### **Fireplaces, Wood, Pellet, Coal and Kerosene Stoves, Gas and Propane Heaters**

A Certificate of Appropriateness is required for new installations of fireplaces, wood, pellet, coal and kerosene stoves, and gas and propane heaters. It is the leaseholder's responsibility to determine whether one or more Oak Bluffs permits are also required. ARC will consider the impact of externally visible components of these installations and the extent to which the historical cottage might be impacted by the need to create vent openings.

*NOTE: ARC is proposing to remove this paragraph as there is no system for monitoring or enforcing this rule.*

Metal chimneys for fireplaces and heating appliances must be enclosed by brick. A metal chimney that extends through a roof less than 3 feet may be exempted depending on the visibility of the pipe from the front of the cottage.

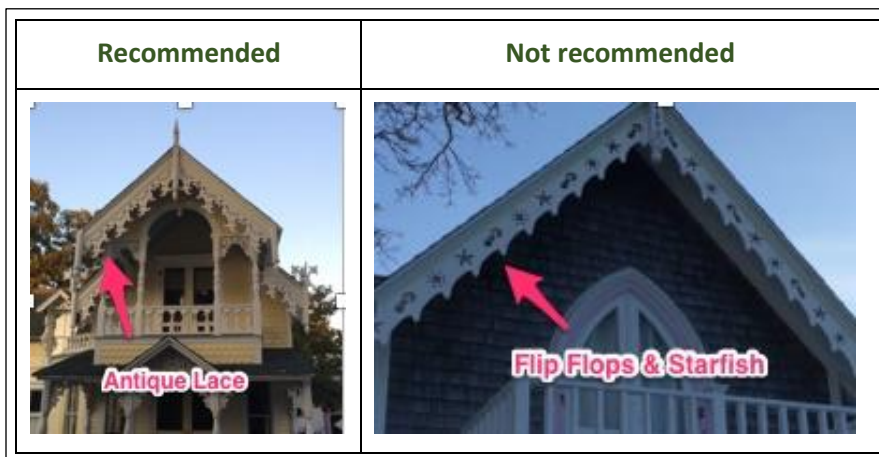
Location of propane tanks, and storage of pellets, wood piles, kerosene, coal, or other fuels must be approved. Storage area is limited to 4'X4' and must be screened.

### **Gingerbread**

Existing Gingerbread should be preserved and where it has previously been removed, replaced. Gingerbread must be made of wood. If Gingerbread has been removed, it should be replaced with gingerbread that is identical in shape and thickness to what previously existed.

In the case of cottages that do not possess Gingerbread and there is no evidence of prior Gingerbread, an owner may install Gingerbread that was appropriate to the Campground.

A drawing, tracing, photo, or sample of proposed design of any proposed Gingerbread must be submitted with the application.



### **Gutters and Downspouts**

Historically, gutters and downspouts were not used on Campground Cottages and are, therefore, generally discouraged. However, they will be considered on a case-by-case basis where reasonably necessary to preserve and properly protect a cottage structure and appearance. Gutters and downspouts should “appear as trim” and blend into the exterior of the cottage. Gutters must be:

1. necessary to preserve and properly protect a cottage structure and appearance, or an historic feature of an existing cottage.
2. made of aluminum, except those replacements of historic wood gutters must be wood. Leaseholders may request wood gutters and will provide an explanation as to why their use is appropriate.
3. “K” style gutters with round downspouts.
4. comply with the following additional guidelines:
  - a. Built-in, concealed gutters may not be retrofitted into existing cottage roofs but should be considered for new additions.
  - b. Guttering systems may be limited to only certain portions of a cottage.
  - c. Gutters and downspouts should be located, installed, and painted to match existing trim. Gutters and downspouts should be of sufficient quality and gauge (0.32” gauge or greater) to minimize the number of supports required. “Off the shelf” systems will generally not meet this requirement.
  - d. All gutter and downspout systems must be approved by the Buildings and Grounds Committee with respect to the location of discharge, to prevent damage to any Campground structure, and to prevent flooding.



### **Heaters and Heating Vents**

No “through-the-wall” heaters will be approved if visible from the front of the cottage or from a prominent portion of the building. The use of vents primarily concerns gas heating appliances and electric heat pumps.

While venting into an existing masonry chimney is preferred, some gas or oil heaters of newer types may be vented through the side or rear walls or roof, depending on codes and proximity to neighbors’ homes.

A plan and detailed information including size, exact dimensions, materials, and photos showing proposed location must be submitted with the application.

Due to fire safety concerns, a Town Building or Fire Safety Permit must be submitted to the MVCMA office and attached to the Certificate of Appropriateness BEFORE installation begins.

**Heat Pumps and HVAC Systems (See: Air Conditioners)**

Outdoor unit placements for central HVAC or heat pump systems must be approved in advance by ARC. The location must be approved by B&G. In determining location, ARC and B&G will consider the impact to the cottage, neighboring cottages, noise, and air discharge. All tubing, conduits and ductwork must be placed under or inside the cottage. The exterior units may be no higher than 6" above ground level unless required by the Town of Oak Bluffs.

The location should be unobtrusive and minimally visible from the front of the cottage as well as from public roads and paths. Wooden screening (privacy lattice or solid screening) and/or plantings may be required for visual reasons, noise abatement purposes, or both. Wooden screening design and materials must be approved prior to installation. Privacy lattice or solid screening with corner posts and top railings that create a substantial screen are required. Screening may be no higher than 3" above the top of the exterior unit. Painting of screening may be required.

Recommended	Not Recommended
	

**Insulation**

A COA is required for installation of insulation on the existing exterior of a cottage. ARC will consider the impact upon the existing cottage profile and potential damage to historic elements and materials.

Leaseholders are encouraged to consider limiting insulation on an existing cottage to floors and roofs only, as insulation in these areas is known to be the most effective and may make it unnecessary to insulate cottage walls.

**Roof Area**

Rigid foam insulation of up to three inches (3") may be added to the roof of a cottage subject to approval by ARC of the resulting change in exterior appearance. Any proposal to add or include rigid foam insulation to the exterior of a cottage roof must include detailed drawings showing the resulting changes to any roof trim such as barge boards, soffits, and fascia boards. In the case of additions, building codes and modern construction may require the use of relatively wide lumber for roof rafters. The rafter tails may need to be beveled so that the vertical end of the rafter tail will be shortened, and the trim will be consistent with and in proportion to the trim on the historic section of the cottage.



### Walls and Siding

No insulation may be applied to the exterior wall of historic cottages with uncovered original tongue and groove boards. (See Handbook Section on Siding). Insulation may be applied to exterior walls of new construction and non-historic sections of the cottage, subject to ARC review and approval of any changes to depth and width of trim.

Any application for installation of rigid foam insulation to the exterior walls of the historic cottage will be considered only if all the following occur:

1. the historic siding has already been covered with shingles or other non-historic siding.
2. the proposed treatment is reversible.
3. the application is accompanied by a professional energy audit explaining the need for the insulation; and
4. the plan and design mitigate any changes to the depth of architectural features such as windows, doors, and roof overhangs. Overhangs may not be within the 30" setback. That mitigation may require relocation and extension of windows to ensure that the window frames project from the outer surface of the insulated walls to the same extent as before the insulation was added.

Insulation to the exterior walls of a cottage will likely increase the cottage footprint, in which case, the expansion provisions set forth in this Handbook would also apply.

Spray foam insulation is prohibited on the exterior of a cottage. The MVCMA strongly discourages leaseholders from applying spray foam insulation directly to the back (interior) side of original tongue and groove siding, as it cannot be removed and compromises the historic wall boards by trapping moisture and promoting rot.

If spray foam is used, a vapor barrier or plywood sheathing should be installed on the interior with the spray foam applied to the vapor barrier or plywood sheathing so that it can be removed. Spray foam insulation is a specialized product, and leaseholders should choose a contractor with demonstrated experience in the use of this product in historic buildings.



Blown-In insulation may only be installed from the interior of the cottage. Drilling exterior holes is not permitted as it cuts into the original siding and limits future restoration efforts.

### Light Fixtures-Outside

Exterior lights are a modern feature for both safety and convenience. When selecting exterior lights, a leaseholder should select lights that are small and simple in design. The fixtures selected should minimize their visual impact and should not be considered a design feature. They should be selected primarily for light rather than for decoration. The lighting should illuminate the cottage porch not public areas. There are many small light fixtures that are appropriate and blend into the front of a cottage.

Front porch lights may be:

1. One light on the side of the front door(s) or over the center of the front door(s)
2. Two lights, one on either side of the front door(s)
3. One porch ceiling fixture
4. Fixtures should not be larger than 12" All wiring must be hidden.
5. Side and rear exterior lighting may be:
  - a. One light on the side of each door
  - b. Flood lights are discouraged to minimize light pollution in neighboring cottages.

Recommended	Not Recommended
	



- c. Motion sensor lights will be considered in rare instances and provided that light pollution is minimized to neighboring cottages.
- d. Light fixtures with diffusers that limit lighting beyond porches and walkways is encouraged.

**All fixtures must be approved before installation.**

Landscape lighting is a modern feature and adds light beyond the cottage and may create light pollution and is discouraged.

### **Mechanical and Plumbing**

Exhaust, including kitchen and ventilation fan vents will be reviewed, considering visual, noise, and odor effects on neighbors and the Campground in general.

Vents are not permitted to come through front walls of a cottage

### **Painting**

Trim and skirting, including but not limited to windows and doors, balusters, shutters, gutters, soffits, molding, rails, newel posts, gingerbread, brackets, and corbels must be painted. This requirement includes pressure treated wood. Mahogany, redwood, teak, and cedar siding may be oiled, stained, or left untreated.

Lead paint was used both inside and outside of the Campground cottage. The chips and dust created by the scraping and sanding of lead paint pose a serious health risk. A leaseholder who is removing paint from a cottage should assume that the paint being removed contains lead and should take steps to protect themselves, neighbors, and surrounding areas from being contaminated.

Massachusetts has a lead paint law. It is the responsibility of the Leaseholder to assure that all work is performed in compliance with the law and that all contractors and workers are lead certified.

### **Parking Spaces and Driveways**

Recommended	Not Recommended
	

All new parking spaces and driveways that require the physical alteration of a leased premises must be approved. A detailed plan of the proposed parking space and driveway must be submitted for approval to B&G.

New parking spaces are limited to 12'X20'. B&G will determine location of the parking space. The parking space may be of pea stone, brick tire paths or new washed shells. There may be a cobblestone border with

four (4) rows of cobblestone. Cement may not be used.

In any submitted plan, no portion of a vehicle may be closer than two and a half (2 1/2) feet from the lot line of an adjoining cottage.

### **Porches**

Porches are a major architectural feature of the Campground cottages. Generally, the covered porch replaced the piazza style porch during the period from 1870-1910.

Porch floors- The flooring may be made of mahogany, redwood or teak and may be left to weather to its natural patina. Pine, fir, or pressure treated lumber must be painted. Flooring should be installed perpendicular to the cottage with herringbone corners. Parallel boards and picture framing are not permitted.



### **Porch railings, Handrails, Porch Roofs and Balusters**

Railing heights on porches and balconies, when replaced, should conform to the original. Replacement of historic railing will only be approved if rails are deteriorated beyond reasonable repair. Balusters, porch floors and roofs should adhere to the original design. A new design must be submitted for approval.

Building Codes may require railings that are higher than the common historical height. ARC will cooperate with the Leaseholder in obtaining the historic exemption from the State to allow reinstallation for existing railing height. Because of the need for this exemption, the MVCMA will approve repairs to porch rails rather than replacement of the entire rail system. It is important for leaseholders to maintain their porches and rails. Leaseholders are responsible for compliance with those Codes.

Handrail design will be considered based on material, location, and cottage history.

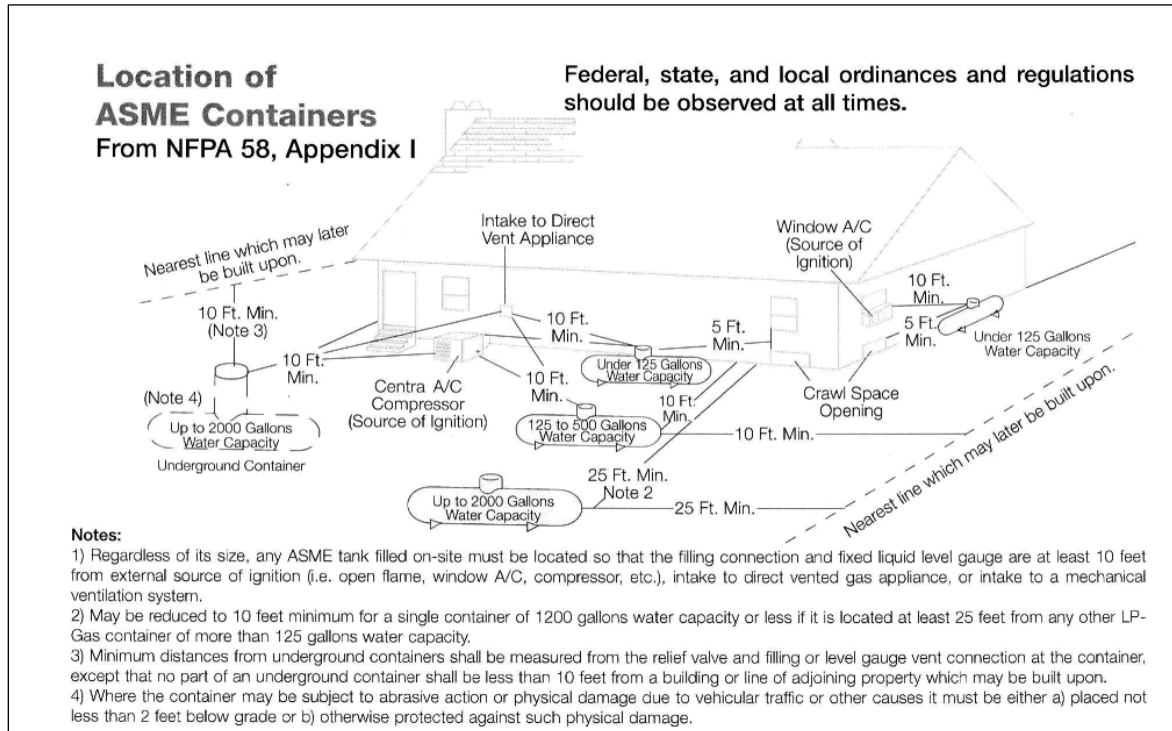
Porch roofs must be made of tongue and groove, shiplap, or square edge lumber. Plywood is not permitted.

Balusters have a wide range of designs. Every effort should be made to determine the original design and follow that pattern. Turned balusters need to be the heavy “bowling pin type” rather than the narrow style.



## **Propane Tank Location**

The Buildings and Grounds Committee will determine the location of Propane (LPGas) based on a variety of considerations. The factors include local, state, and federal building and fire codes, proximity to other cottages and structures, distance from the nearest line that may be built upon, visibility from the front of the cottage as well as other public roads, paths, and walkways.



### **Location of ASME Containers from NFPA 58, Appendix**

Federal, state, and local ordinances and regulations should be observed at all times.

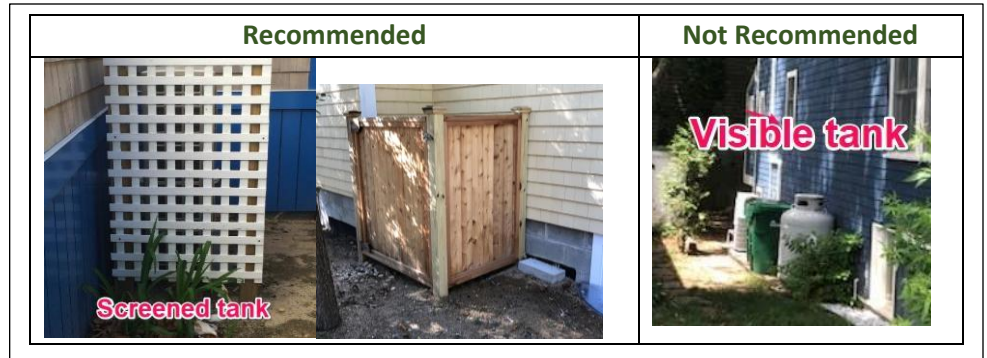
#### **Water Capacity Notes:**

- 1) Regardless of its size, any ASME tank filled on-site must be located so that the filling connection and fixed liquid level gauge are at least 10 feet from external source of ignition (i.e. open flame, window A/C, compressor, etc.), intake to direct vented gas appliance, or intake to a mechanical ventilation system.
- 2) May be reduced to 10 feet minimum for a single container of 1200 gallons water capacity or less if it is located at least 25 feet from any other LPGas container of more than 125 gallons water capacity.
- 3) Minimum distances from underground containers shall be measured from the relief valve and filling or level gauge vent connection at the container, except that no part of an underground container shall be less than 10 feet from a building or line of adjoining property which may be built upon.
- 4) Where the container may be subject to abrasive action or physical damage due to vehicular traffic or other causes it must be either a) placed not less than 2 feet below grade or b) otherwise protected against such physical damage.

Distances are from nearest line which may later be built upon.

ASME tank capacity is based on the amount of water that the tank will hold rather than LPGas.

The location should be unobtrusive and minimally visible from the front of the cottage as well as from public roads and paths. Wooden screening (privacy lattice or solid screening) and/or plantings may be required for visual reasons. Wooden screening design and materials must be approved prior to installation. Privacy lattice or solid screening with corner posts and top railings that create a substantial screen are required. Screening may be no higher than 3" above the top of the exterior unit. Painting of screening may be required.



### **Roof**



Red cedar shingles may be used for roofs. A red cedar shingle roof system must meet the same fire-retardant standard as asphalt shingles. The fire-retardant rating of the roof system is required prior to approval. Shingles with spayed on fire retardant may not be used.

Various asphalt or composition materials are acceptable if submitted samples are approved. For porch roofs, every attempt should be made to design a roof pitch that allows for asphalt shingles. However, black (or matching original) rolled roofing where absolutely necessary will be considered on a case-by-case basis.

### **Satellite Dishes**

A Satellite Dish installation location must be approved in advance. A Dish must be concealed from the view of passersby on roads or paths in the front, sides or back of the cottage.



### **Security Cameras**

Outdoor security cameras are not permitted on cottage exteriors as outdoor cameras are not in alignment with the nature of the Campground and would detract from the historical aesthetic of the Campground.

The use of indoor security cameras is strongly discouraged as Campground cottages are so close to each other, such cameras are likely to interfere significantly with the privacy of other cottage owners.

### **Sheds**

Sheds must be of wood, may not exceed 64 square feet in footprint area with a peak no higher than ten (10) feet from grade level and must comply with placement and setback guidelines established by B&G. Applicants should consider neighboring views and sightlines in both design and placement and try to make



sheds as unobtrusive as possible. A shed may not have plumbing and may not be used as living space.

Metal, plastic, or un-faced plywood or chipboard are prohibited for exterior surface material. Exterior siding must be cedar shingle or random width vertical tongue and groove or shiplap planks. All doors, windows and trim must be wood and blend in with the cottage. Sheds must comply with the same rules as cottages.

Plastic storage units for trash cans, paint, tool storage etc. are considered sheds and require approval. Their approval will be limited to areas where a wooden unit cannot be placed. Skirting may be used to prevent skunks and other animals from living under a shed. Wire fences in an "L" shape may be buried and installed behind the skirting to prevent digging. Skirting design and materials must be approved prior to installation.

One shed per cottage is allowed.

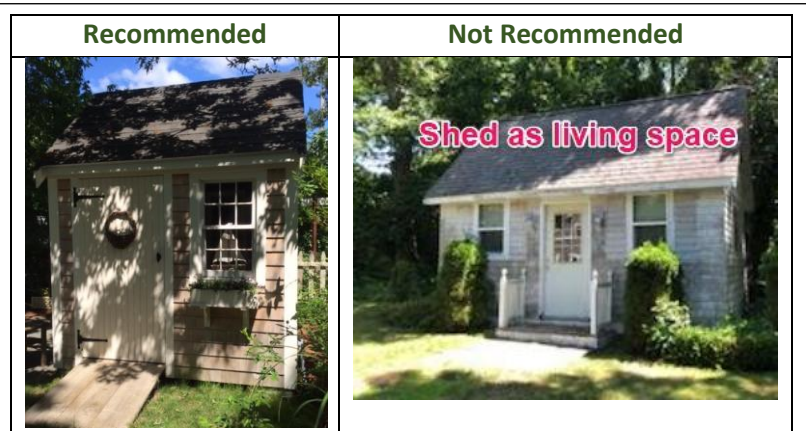
### **Showers-Outside**

An outside shower should be placed in an unobtrusive location and have limited visibility from the front of the cottage, roads, and paths. Visibility from adjacent cottages will be considered in appropriateness.

The size allowed for a shower will be considered in the context of its proposed location.

It must be all wood. Boards must be square edged, cedar, redwood, or mahogany. Other wood types such as pine or fir must be painted. Beadboard, T1-11 or other paneling is not allowed.

The shower may not have a roof or pergola. The leaseholder must include a plan to absorb the runoff so that it does not runoff into common land or to an adjacent lot.



### **Siding**

Most cottages were built with vertical tongue and groove boards, of random width, though few cottages remain where these original vertical boards have not been covered with other materials. For new or replacement siding, vertical tongue, and groove random-width boards with or without beveled or shaped-edge battens are historically the most appropriate, but vertical random-width shiplap siding, and cedar shingles are also acceptable. For other wooden materials, samples must be submitted for approval prior to installation of the material. Vinyl, metal trim, Azek or other composite trim, asphalt and asbestos siding are prohibited.



**Rigid Foam insulation is NOT permitted on existing side walls of a cottage. (See: Insulation)**

The few remaining cottages with uncovered vertical boards should be preserved in their original historic condition and not covered with other materials.

Fire safety codes may require the use of fire-retardant material due to proximity of cottages. In such cases, a variance will be permitted to comply with Code.

**Signage**

Signs may not be erected on MVCMA property except as otherwise provided in this section.

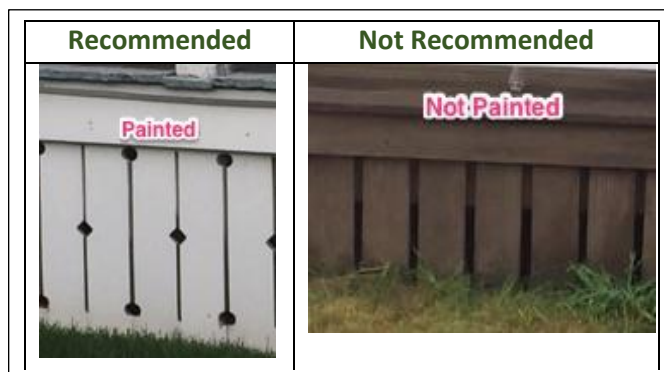
Signs may be erected:

1. by the MVCMA on common land, with the approval of the MVCMA Building and Grounds committee and the MVCMA Architectural Review Committee.
2. by a leaseholder, without approval of the MVCMA, if the sign is a commercial real estate "for sale" sign that is not larger than 12" square, provided that no more than one such sign may be displayed at a time, and the sign must be removed two weeks after the property is sold, or a contract to sell the cottage is executed, whichever is earlier.
3. by a leaseholder, without approval of the MVCMA, if the sign consists solely of the name of the cottage, a sign denoting historical significance, and/or year built
4. or a temporary sign erected by children or to announce an event.
5. by commercial leaseholders if they have been approved by the MVCMA Architectural Review Committee and the MVCMA Buildings & Grounds Committee.

**Skirting**

Skirting is used to enclose the base of the cottage to the ground. It is, generally, vertical boards although horizontal boards have been used. Some skirting contained cut-outs or design elements. Every effort should be made to find evidence of the original skirting and use that as the template for repair or replacement.

Skirting may be wood or PVC composite such as Azek or similar products. Both wood and composite products must be painted. Although a composite product may be an appropriate color, painting is required to avoid the growth of mildew as noted by the manufacturer. If choosing pressure treated lumber, select a product rated for ground contact to avoid premature failure.



**Skylights**



Skylights are not an historical feature of campground cottages. The widespread use of HVAC systems renders skylights as unnecessary for ventilation, and they are discouraged. Skylights may not be installed on the roof of the original cottage.

Skylights visible from the cottage front or any public way are prohibited. A small (24"X36", exterior dimensions) skylight on a rear slope of a roof may be allowed depending upon overall visual impact. The glass must be flat.

Multiple skylights are discouraged.

### **Street Numbers**

Easily visible street numbers must be affixed to cottages, per request of the Oak Bluffs Fire Department, to aid in rapid location of fires or other emergencies. Street number plates are not to be installed in the ground.

### **Solar Panels**

Freestanding or detached panels are not allowed.

Approval for solar panel installation on a cottage will be considered on a case-by-case basis. Criteria will include irreversible changes to the historic features of the cottage and the potential negative impact on the historic character and structural integrity of the individual property.

No solar panel installation may be visible in any direction from the ground nor impact the historic integrity of abutting cottages.

### **Walkways and Paths**

Scale plans must be submitted, along with proposed surface material. The width of a path or walkway is limited to 36" or less from outside edge to outside edge.

1. Surfacing materials may be asphalt, pea stone, slate, and red paving brick, cobblestones, or other natural materials.
2. Concrete, cement, and cement pavers are not permitted.
3. B&G approval is required.

### **Windows**

Original or historic windows should be preserved to the extent possible. Deteriorated pieces of wooden window sash or framing should be replaced in kind, with new wooden pieces of the same dimensions and appearance. Only the sash should be replaced if the frame is in good condition. Windows used in new additions and replacement windows must be of painted wood and of a style and configuration (dimensions and appearance) found on the original cottage. For instance, a window with a one-over-one configuration should be replaced with a one-over-one.

Plastic, metal, vinyl (including vinyl-clad) or materials other than wood will not be approved for windows or storm windows. There are several manufacturers of high-quality all-wood windows. ARC strongly recommends that the leaseholder secures windows that carry at least a ten-year warranty. There are cheaper all-wood windows that carry a warranty as little as one-year. Leaseholders who have purchased and installed these products are often unhappy with the performance of these windows.





Replacement of shaped-top windows such as ogive arches found in the Campground, with matching hood moldings must be replaced in kind if the original window cannot be repaired. In such cases, rectangular replacements will not be approved. ARC will try to assist leaseholders in finding sources for appropriate replacements. As shown below, Windows with thick "historic" or "false sill trim" are appropriate while "picture framed" window trim is not typical of Campground architecture and will not be approved. Windows set side-by-side must be separated by at least a six-inch trim board.

Windows with true divided lights as well as single pane windows are preferred as they are the most historic. Simulated divided light windows may also be used. Simulated divided light windows must have

spacers between the glass panes. The simulated dividers must be all wood on both the exterior and interior of the window and permanently affixed to the glass. Windows with grille inserts are not allowed. However, thermal pane windows to achieve energy efficient standards may be allowed. The use of UV or tinted glass is prohibited.

The traditional Campground window is longer and narrower than modern windows. When replacing windows, the dimensions should be plus or minus ½” of the original rough opening. A restoration project may show evidence of an original window that was replaced by a more recent window. Restoration to the original style and dimensions is encouraged. Renovation and restoration projects should make every effort to determine the size, location and configuration of windows and doors.

*Note: ARC was asked to review whether the rule should be changed to allow vinyl-clad windows in some applications. The recommendation of the committee is to leave the current rule in place. In the past few years, more all-wood windows have become available as homeowners seek products that are architecturally significant and historically accurate. The price and warranty of high quality all-wood and high- quality vinyl-clad are similar. Marvin, Jeld-Wen, Loewen, Kolbe and other manufacturers offer high-quality all-wood windows. There is no compelling reason to change the rule as a product made of more historic material of similar price and quality is available.*

Recommended	Not Recommended
 Original Arched	 Crank  Oversized  Window removal  No trim

### **Windows - Basement**

Basement windows require approval in size, location, and material prior to the construction of the basement. Basement windows must be all wood and painted. The size of the window(s) may be no larger than 32”X14”. The windows may be either hopper or awning style and must open inward.

Egress windows are not permitted.

Window wells should be constructed of concrete with cobblestone or brick above ground if the well is above ground level. Metal

window wells are not permitted unless they are installed at or below ground level.

Recommended	Not Recommended
 Window well 	

Flat well covers are permitted. The dome or “bubble” style is not permitted

# APPENDIX

## A

### Certificate of Appropriateness (COA) Fee Schedule

Emergency Work	No Fee
Basic minor repair/replacement work	No Fee
Siding/Roofing/ Decking, Irrigation System, Fences, Patios, Add on-site parking	\$ 75.00
Window and/or Door replacements, Roofing w/added insulation layer, Split systems, Propane/Oil tanks, Sheds, Lot mark out	\$ 125.00
Additions/Major Alterations	\$ 500.00 (includes one site mark out)
Add Crawl space or basement new and/or under exist	\$500.00 (includes one site mark out)

For all COA's issued (other than emergencies), the Office shall be notified at least 48 hours prior to start of construction and again notified upon completion for MVCMA sign off on completed work.

In the instance of a major project which includes an addition along with renovations to the remainder of the cottage multiple fees may be incurred.

#### EXAMPLE

Addition	\$500.00
Replace Windows	\$125.00
Roof w/insulation	\$125.00
Crawl space or basement	<u>\$500.00</u>
<b>Total</b>	<b>\$1250.00</b>

# B

## *Martha's Vineyard Camp Meeting Association* *Architectural Review Committee* *Sample Narrative*

NOTE: This is a sample document. ARC requires a detailed narrative to accompany the application and the set of drawings for a major repair, renovation, restoration, or addition.

**Your narrative must be submitted in MS Word so that it can be edited. This may require dividing the narrative. You may also submit the narrative as a PDF with the other materials in the packet.**

*As you prepare your document packet, remember your audience.* ARC is a committee of community members similar to a municipal "planning board." Although we have some knowledge of architecture, construction, and historic preservation, we are not professional in these areas. Most of our work is done in the off-season so your drawings, photographs, and narrative need to provide extensive detail so that we can work with you in approving the elements of the project.

### **Narrative**

The narrative explains the project in detail and should focus the attention of the committee to areas where work is being performed. Items that are not included in the narrative are NOT approved even if they appear on the drawings.

Quote sheets are required and should be resubmitted if the item changes as vendors, contractors, or architects suggest substitutions. Cut sheets are not acceptable as they often show options that may or may not be appropriate.

Documents that contain terms such as "similar or "in kind" will be returned for more information. Many existing areas of a cottage do not meet our current rules. Therefore, photos of the existing conditions are required and a detailed description of the work to be performed and the materials are required so that all parties have a clear understanding of the expectations.

A detailed application packet, including measured drawings, close-up, and distant photographs, narrative and materials list protect all parties. The second most common area of consumer complaint are home improvements. ARC is often asked to intervene with contractors, vendors, and architects because the work performed was not what the leaseholder thought they were getting.

### **Drawings**

Provide scaled drawings with a complete set of measurements for any elevation (side) that will be altered.

The drawings should show existing conditions with the same elevation showing the changes. The drawing should be on the same page to enable comparison.

The final drawing submission should be at the level of construction documents .



## 100 WAMSUTTA AVENUE - COA #9001

Re: Smith House - Circa 1870  
Current Owner: Tim Burr

### SIDE A, Front (West Elevation)

- A. The existing front porch will be repaired.
  - a. The existing design and details will be retained, reusing, or replicating posts, rails, balusters, spindles, brackets, trim.
    - i. All items listed will be all wood and painted.
    - ii. No designs or dimensions will be changed.
- B. Porch flooring will be 1" x 4" square edged (S.E.) mahogany with oil finish.
- C. The existing single-entry door off the front porch will be replaced with a wood door to match. See door quote #1-223
  - a. Existing hardware will be refurbished and reused or replaced with similar reproduction hardware. See quote #2-109
- D. Windows- There are five (5) windows on this side of the cottage.
  - a. The three (3) individual windows in the existing window unit will be restored and repaired as needed.
  - b. The gothic style second story window over the porch will be repaired and restored as needed.
  - c. The double hung window on the second floor will be replaced. See quote #2-106.
- E. All siding will be replaced with pre-stained white cedar shingles with 5" coursing.
  - a. Scalloped shingles will replace the existing shake pattern on the second floor also with 5" coursing and pre-stained white.
  - b. The scalloped shingling only replaces the current staggered shingles
- F. A 'K' style aluminum gutter at least 0.32" will be added to the porch to better protect the porch elements and main entrance to the house.
  - a. The gutter will be aligned with the fascia on the west (Side A) and south side (side B) of the porch, terminating near the existing porch stair with a round downspout.
  - b. The downspout will be connected to a dry well in the south side yard.
  - c. Both the gutter and the downspout will be painted to match the trim color.
  - d. The existing gutter segment on the bay window will be removed.
- G. ROOF: The main and bay window roofs will remain.
  - a. The porch roof will be asphalt shingles to match the upper roof.
  - b. Roof sheathing will be straight edge, tongue and groove or shiplap boards.
    - i. When replacing existing boards, replacement will be with be same dimensions and style.
  - c. Soffit must remain open so that rafter tails and boards are visible.
- H. FOUNDATION: A concrete masonry unit (C.M.U.) foundation will be installed, with a 4' crawl space under the front portion of the cottage 18'X 16' as noted on the plans.
  - a. Separate engineering packet for excavation and foundation have been submitted and approved by Buildings and Grounds Committee (B&G).
  - b. The existing shingled skirt will be replaced with 1" x 6" vertical cedar skirting to match the existing porch and will be painted.

### I. SIDE B, right side of cottage when facing front of cottage: (South Elevation)

- a. The existing one-story addition in the rear will be demolished.
- b. The existing two-story sidewall will be extended 5'-8" toward the east (rear), and then step back +/- 8'-0" to an additional 5'-4" deep two-story addition.
- c. A new side entrance door will be relocated to the left of the existing window location.

- i. The new wood door will be installed to match the existing front entrance door.
    - 1. The new door is identified by quote sheet #2-210
    - 2. Door will be all wood and painted.
    - 3. Glass in the door must be true divided lights or simulated divided lights with center divider between the glass.
    - 4. Threshold must be all wood.
  - ii. The existing window closest to Washington will be replaced to match the existing. See quote sheet #2-119
    - 1. The window will be the exact dimensions and configuration as the existing.
    - 2. Window will be all wood and painted
    - 3. Glass must be true divided-lights or simulated divided lights with center divider between the glass.
    - 4. Awning windows must be push-out and may not have a crank mechanism.
    - 5. Window(s) will have 2" historic sill.
  - d. Two new wood windows, to match historic wood windows and replacing two existing vinyl windows, will be installed to the right of the new door. See quote sheet #2-120.
    - 1. The window will the exact dimensions and configuration as the existing.
    - 2. Window will be all wood and painted
    - 3. Glass must be true divided-lights or simulated divided lights with center divider between the glass.
    - 4. Awning windows must be push-out and may not have a crank mechanism.
    - 5. Window(s) will have 2" historic sill.
  - e. The window to the right of the new door will be restored to 13" from the inside edge of the door trim in the location that had been in-filled in a previous renovation. See quote sheet #2-121. See historic photo, c. 1875, #H-1 in packet.
    - 1. The window will the exact dimensions and configuration as the existing.
    - 2. Window will be all wood and painted
    - 3. Glass must be true divided-lights or simulated divided lights with center divider between the glass.
    - 4. Awning windows must be push-out and may not have a crank mechanism.
    - 5. Window(s) will have 2" historic sill.
  - f. The sidewall will be shingled with pre-stained white cedar shingles with 5" coursing.
  - g. The decorative, square butt, shingle pattern above the porch roof will be replaced with a scalloped shingle pattern with a 5" coursing.
    - 1. The number of decorative courses will remain the same.
  - h. The existing wood deck at grade will be removed.
  - i. The outdoor shower side walls, floor and door will be 1" x 4" S.E. mahogany.
  - j. The outdoor shower will be 4'X4'
  - k. The outdoor shower may not have a roof or pergola.
  - l. The wastewater from the shower will be collected in an ABS drain field below the shower and directed to the dry well in the side yard.
  - m. The two existing gutter segments at the roof line will be removed and will not be replaced
- J. ROOF: *The main roof will be extended 5'-6", with a hip slope of 8:12 to match the existing hip.*
- a. Asphalt shingles will be installed to match the existing main roof.
- K. FOUNDATION: The main portion of the house will have a full C.M.U. foundation.
- a. The addition in the rear, and the section behind the front porch, will have C.M.U. walls and a 4' crawl space.
  - b. *Skirting will be 1" x 6" vertical cedar boards and painted to match the existing porch.*
- L. VENT: The vent on the side of the cottage will be removed and will not be reinstalled.

**M. SIDE D, left side of cottage when facing cottage front (North Elevation)**

- a. The existing one-story addition in the rear will be demolished.
- b. The one-story rear entrance addition will be rebuilt with a +/- 18" higher sidewall with fascia and trim to match existing. This will bring new sidewall to +/- 96"
- c. The existing rear door hood and brackets will be reinstalled at the same elevation.
- d. Above the second-floor windowsills, the 10" shingle coursing will be replaced with a scalloped shingle pattern with a 5" coursing.
- e. The existing rear entrance door will be replaced with a new wood door
  - 1. The new door is identified by quote sheet #2-106.

**N. WINDOWS: The existing eight (8) windows on the main sidewall will be replaced.**

- a. The window will be the exact dimensions and configuration as the existing.
- b. The location of the windows remains as existing.
  - i. Window openings may not be altered.
- c. Window(s) will be all wood and painted
- d. Glass must be true divided-lights or simulated divided lights with center divider between the glass.
- e. Window(s) will have 2" historic sill.
- f. The four first floor windows are designated as Quote #2-122 for three (3) windows and Quote #2-123 for one (1) window, closest to the front of the cottage
- g. The four (4) second story windows are designated as Quote #2-124
- h. There is one (1) new window in the entry way replacing an existing window.
  - i. The exact dimensions and configuration of the windows are (list dimensions here) as described in quote #2-125.
  - ii. Window will be all wood and painted
  - iii. Glass must be true divided-lights or simulated divided lights with center divider between the glass.
  - iv. Awning windows must be push-out and may not have a crank mechanism.
  - v. Window(s) will have 2" historic sill.

**O. ROOF: The main roof will be extended 5'-6", with a hip slope of 8:12 to match the existing hip.**

- a. Asphalt shingles will be installed to match the existing main roof.

**P. FOUNDATION: The original portion of the house will have a full foundation.**

- a. The rear addition will have C.M.U. walls and a crawl space.
- b. A new cedar bulkhead will be installed with the dimensions of 51"X64"X22".
  - i. The bulkhead will be all wood and painted.
- c. The existing shingled skirt will be replaced with 1" x 6" vertical cedar skirting to match the existing porch and will be the same all around the cottage and will be painted.

**Q. SIDE C, Rear of the cottage: (East Elevation)**

- a. The existing one-story rear addition, two second floor dormers, and the outdoor shower will be demolished.
- b. A one-story addition of comparable size which is 4'X9'X8'6".
- c. An outdoor shower will be constructed.
  - i. The outdoor shower side walls and door will be 1" x 4" square edge mahogany.
  - ii. The outdoor shower will be 4'X4'
  - iii. The outdoor shower may not have a roof or pergola.
  - iv. The wastewater from the shower will be collected in an ABS drain field below the shower and directed to the dry well in the side yard.
- d. There will be a 6'-0" wide two-story section, detailed as an addition to the one-story portion below and will be directly over the one-story section.
- e. The second floor will have two single windows, one on the north and one on the south elevations.

1. The exact dimensions and configuration of the windows are as described in quote #2-125.
  2. Window will be all wood and painted
  3. Glass must be true divided-lights or simulated divided lights with center divider between the glass.
  4. Awning windows must be push-out and may not have a crank mechanism.
  5. Window(s) will have 2" historic sill.
- f. The sidewall will be shingled with pre-stained white cedar shingles to match existing with 5" coursing.
- g. Wood trim to match existing which is 1"x4" pine.
- R. **WINDOWS:** The first floor will have three windows.
- i. The windows will be detailed to match historic wood windows.
    1. The exact dimensions and configuration of the windows are as described in quote # 2-129.
    2. Window will be all wood and painted
    3. Glass must be true divided-lights or simulated divided lights with center divider between the glass.
    4. Awning windows must be push-out and may not have a crank mechanism.
    5. Window(s) will have 2" historic sill.
- S. **ROOF:** The new hip roof will have asphalt shingles to match the existing main roof.
- a. The lower roof has a 3:12 pitch and will be asphalt shingles to match.
- T. **FOUNDATION:** The rear addition will have concrete walls and a 4' crawl space.
- U. **SKIRT BOARDS:** The existing shingled skirt around the entire cottage will be replaced with 1" x 6" vertical cedar skirting to match the existing porch.

**Conditions that apply to the entire cottage.**

- A. Windows: All windows are subject to the window rules as listed in the ***Preservation and Construction Handbook***.
- a. As required in the window rules.
    - i. Windows must be all wood.
    - ii. Windows must be painted.
    - iii. Window configuration (one over one, two over two) must be approved.
    - iv. Windows may be true divided lights or simulated divided lights (SDL) with a center spacer between the panes of glass.
    - v. Windows may not have UV treated glass as it gives the windows a purple or blue tint.
    - vi. Awning windows must be push-out only and may not have a crank mechanism.
    - vii. All windows must have a 2" historic sill.
- B. Doors: All doors are subject to the door and window rules as listed in the ***Preservation and Construction Handbook***.
- a. As required in the door and window rules.
    - i. Doors must be all wood.
    - ii. Doors must be painted.
    - iii. If the doors have glass, door configuration (one over one, two over two) and size of glass must be approved.
    - iv. Doors may be true divided lights or simulated divided lights (SDL) with a center spacer between the panes of glass.
    - v. Doors may not have UV treated glass as it gives the glass a purple or blue tint.
    - vi. Screen doors and storm doors must be all wood and must be approved.
    - vii. All thresholds must be all wood. Metal thresholds are not permitted.

**Window and Door Schedule-** The windows and doors match the numbers on the quote sheets included in the packet.

- A. Side A, Front of Cottage
  - a. Windows- Total 5,
    - i. First Floor
      - 1. Window unit, 3 window unit- Windows will be repaired. These windows will not be replaced.
    - ii. Second Floor
      - 1. Single, double hung window- Window will be replaced.
        - a. Window #2-110
      - 2. Gothic window on right side- Window will be repaired. This window will not be replaced.
  - b. Doors- Total 2,
    - i. Single entry door on the right side- Door will be repaired. This door will not be replaced.
    - ii. Single entry door on the left side in entryway- new door
      - a. Door #1-223
- B. Side B, Right Side of Cottage
  - a. Windows- Total 8,
    - i. First Floor
      - 1. Single, double hung window- new replacement window.
        - a. Window #1-117
      - 2. Two awning windows- new awning windows.
        - a. Window #A1-121
    - ii. Second Floor
      - 1. Two double hung windows on the left- new replacement windows
        - a. Window #2-213
      - 2. Two double hung windows at the center- new replacement windows
        - a. Window #2-213
      - 3. One awning window on the right- new replacement window.
        - a. Window #A2-220
  - b. Doors- Total 3,
    - i. Double entry door on the left side- Door will be repaired. This door will not be replaced.
    - ii. Single entry door on the right side- new door
      - a. Door #1-127
- C. Side C, Rear of Cottage
  - a. Windows- Total 3
    - i. First Floor
      - 1. Three awning windows- new awning windows.
        - a. Window #A-121
    - ii. Second Floor
      - 1. No windows on this elevation
  - b. Doors- Total 0
    - i. No doors on this elevation
- D. Side D, Left Side of Cottage
  - a. Windows- Total 10
    - i. First Floor
      - 1. One double hung window on right side- new replacement
        - a. Window #1-121
      - 2. Three double hung windows- new replacement window
        - a. Window #1-122
      - 3. One awning window on the left- new replacement window.
        - a. Window #A1-121



ii. Second Floor

1. Four double hung windows on the left- new replacement windows
  - a. Window #2-212
2. One awning window on the left in the addition- new replacement window.
  - a. Window #A2-121