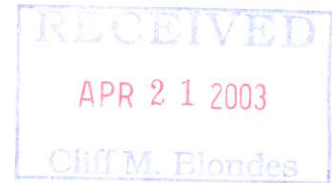


2469 McCormick Road  
Rockville, MD 20850  
April 20, 2003

Flintledge Board of Directors  
Architecture Committee

Attention: Mr. Cliff Blondes, Board Chairman

Dear Cliff:



As we briefly discussed today, Julia and I are remodeling our kitchen and would like to request approval of the Board and/or Architecture Committee to change the kitchen window in accordance with our new design. We have selected a custom made "garden window" from American Jewel Window Systems (<http://www.americanjewel.com/03gw01.htm>) which fits ideally into our redesigned kitchen, but which results in some change in size specifications and the exterior view of this window.

The dimension of the window is the same width (64") as the current window, but the height is 42" instead of the current 60" in order to accommodate a cabinet / countertop that will abut the window. More importantly, the garden window will extend 19" from the current exterior surface, and will be supported by two triangular struts or braces. Two strips of exterior siding will need to be added to cover this reduced height. The exterior color scheme and the style of framing will remain unchanged

This window faces away from the front of the house toward the woods. The view from the kitchen is most pleasing. The window is not visible, neither now or as a garden window, from most common or other public areas and is rarely seen by any Association members other than our neighbors to the left of this window, the Shirey's (Dick and Nancy). They can view this window from their back patio.

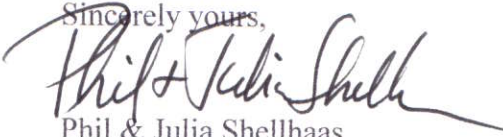
The bottom of the garden window is approx. 12.5 feet above the ground and would not be a hinderance to any community mainenance workers or others who might occasionally pass through the adjacent narrow strip of common ground next to the woods.

We only recently have opted for this garden window design after some consideration of other options, including just reducing the size of the window but keeping the same basic window design. Given the location and after considering the numerous benefits, the garden window is clearly our first choice. We are assured that the design and quality of this garden window is in keeping with the high quality of design construction and materials employed in Flintledge homes.

We have discussed this with the Shirey's (as the most "affected" party) and have shown them the mockup perspective drawings of this window. They have assured us they have no objections to this change. I am attaching the drawings from two perspectives which closely approximate the actual views of this window. One is from a location just behind the bench on the Shirey's patio,

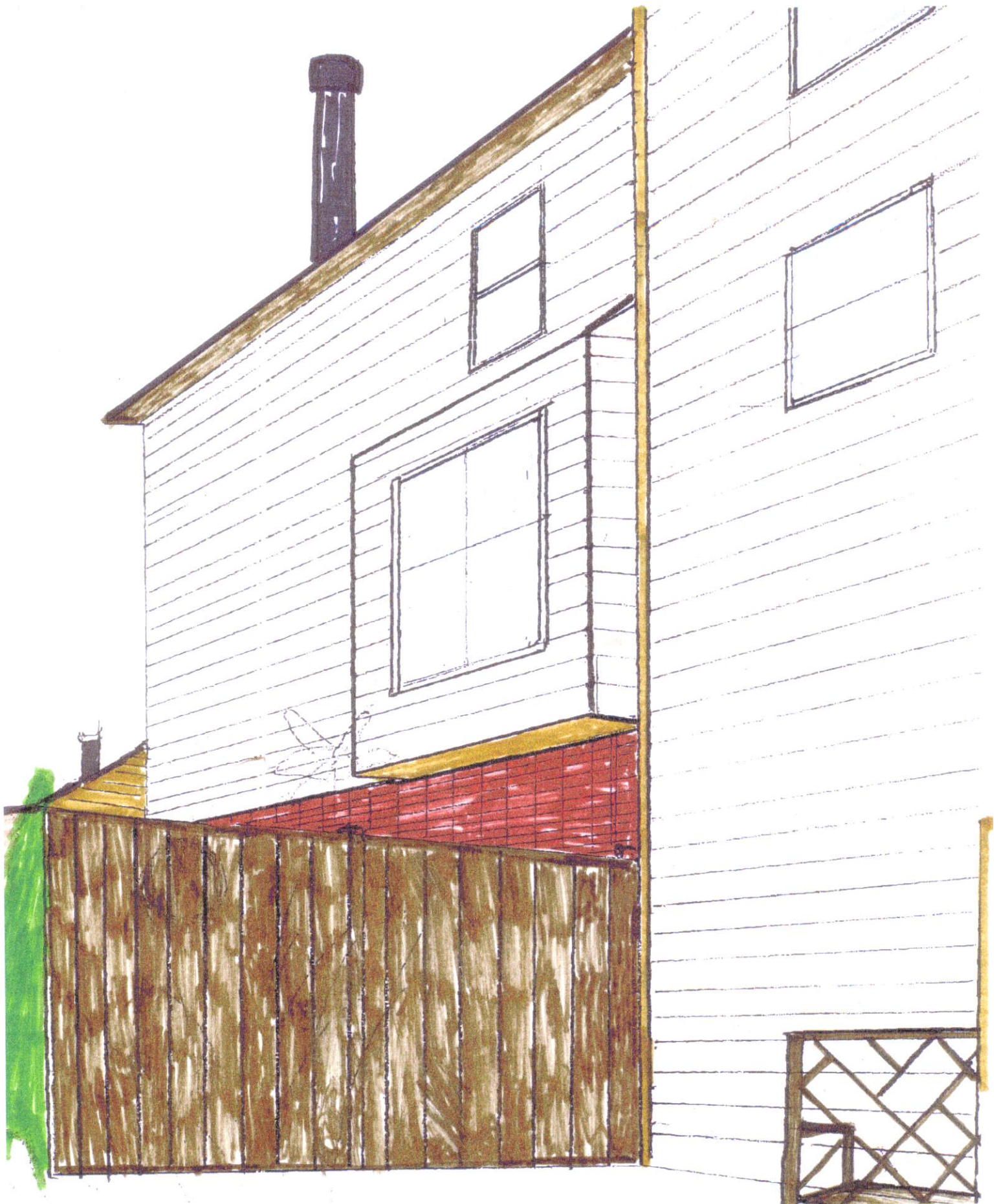
and one from the opposite (our side) of this window. There are two drawing for each location -- current and proposed / before and after. Please note that the colors are not the actual colors either of the current or the future window design -- but are for illustration purposes only. As mentioned above, the current colors of the siding and the window frame, also the struts, will remain unchanged.

We would appreciate your early attention and review of this request. We regret that we are now under some time pressure to order this window -- having spent (typically) some additional time ourselves in reviewing our options. The construction work has started this past week, and we anticipate we need to order this window by latest May 1. We understand that the full Board may not be meeting within this period of time and that the default period is 30 days. But given the nature of this request, the location of the window, the lack of any hindrances or objections that we could anticipate, and the clear benefits that we envision from this change, we hope that an expedited approval could be forthcoming. We would greatly appreciate your consideration.

Sincerely yours,  
  
Phil & Julia Shellhaas

Attachments: Perspective Drawings

P.S. Please let us know if you need additional information or technical specifications. I (Phil) can be reached at most times at 202 744 0020; our home phone is 301 279 7238.



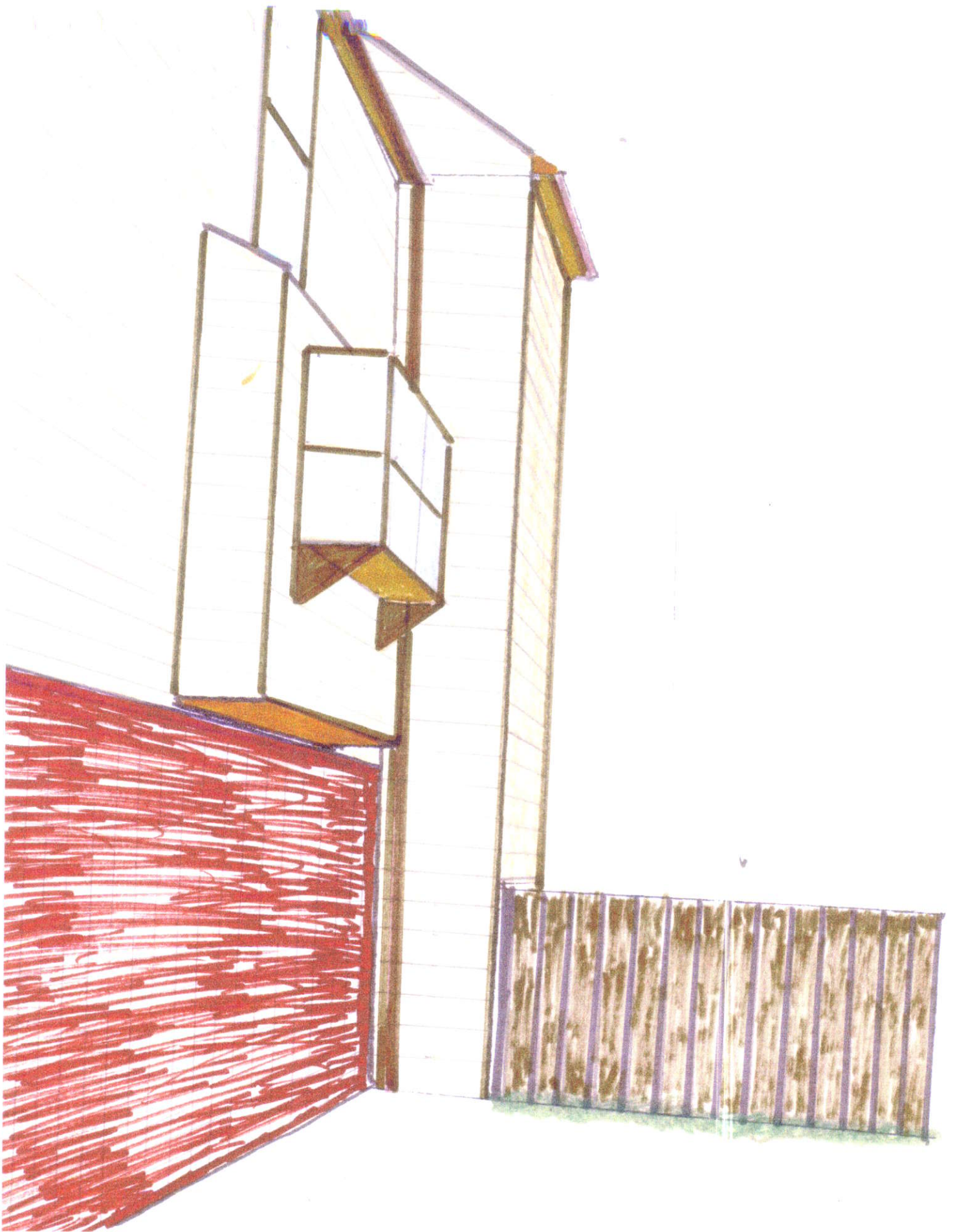
From Shirey's Patio: Current



From Shirley's Patio: Proposed



From Common's Behind Old House: Current



*From Commons' Behind Our House: Proposal*