

Introduction

Welcome to the Architectural Guidelines of the **Brookmeade Homeowners Association!** We are delighted to present this comprehensive resource to you, valued homeowners, as a means to ensure the beauty, harmony, sustainability, and design philosophy of our community. Namely, to blend structures, and residents' lifestyles into a harmonious and aesthetically pleasing residential community.

At **Brookmeade Homeowners Association**, we recognize the importance of preserving and enhancing property values, fostering a sense of community pride, and ensuring the long-term sustainability of your neighborhood. To achieve these goals, we have established these Architectural Guidelines as a tool to guide homeowners in creating and maintaining properties that meet the highest standards of aesthetics, functionality, and environmental responsibility.

These guidelines are not meant to stifle creativity or limit your individuality; rather, they are designed to provide you with the knowledge and support necessary to make informed decisions about the exterior changes of your home.

The Association Review Committee (ARC) is empowered to explain and assist in the design review process as well as to review, approve, or disapprove plans and specifications. The ARC will use the Architectural Guidelines for the purpose of reviewing each proposed improvement. However, the ARC may consider creative and innovative approaches in order to address special site conditions or circumstances, provided such approaches are permitted under the Protective Covenants, and are otherwise consistent with the spirit of the Architectural Guidelines.

We believe that open communication and collaboration between homeowners, and the ARC is here to assist you throughout your projects, offering guidance and ensuring compliance with these guidelines. We encourage you to engage with us early in your planning process to create a seamless experience.

Important Conditions

Please note that these Architectural Guidelines are not intended to provide preapproval for your projects. They are subject to amendments to any or all of the provisions associated with the Guidelines at any time, and from time to time, in the sole discretion of the Homeowners Association's Board of Directors (*BOD*), or the Architectural Review Committee (ARC) in accordance with the Protective Covenants for the community. Additionally, the following conditions are subject to the approval of your request:

- a. The proposed improvement must not impede the flow of water in any drainage easement and/or swale.
- b. The proposed improvement may not negatively impact neighboring lots.
- c. For any portion of construction in any easement or setback, the owner/applicant bears sole responsibility for requisite approvals for the encroachment and must hold the Association harmless for any costs related to the repair, replacement, or removal of the change/improvement should the Association, municipality, utility provider, or any other beneficiary of such easement or setback require.

Request for Architectural Change

You'll find the Association's Architectural Change Request Application ("AC Application") at the end of this guide. The AC application is a vital tool to facilitate the review and approval of any architectural changes, improvements, or modifications to the exterior of your property. To ensure a smooth and efficient process, please complete the application and submit it along with any necessary support documents, such as site plans, surveys, photos, plans, and diagrams. Required documentation has been noted on the *Specifications for Submissions*. Failure to supply all of the required documentation will result in denial of the application.

Community Management Contact Information:

For any inquiries related to architectural changes, the architectural control process, or further guidance on adhering to these guidelines, please contact your community management team:

Fieldstone
James King – Community Manager
jamesking@fieldstonerp.com

In Conclusion

Thank you for taking the time to familiarize yourself with the Architectural Guidelines of the Brookmeade Homeowners Association. Our dedicated team is here to assist you, answer your questions, and ensure that your projects align with the Architectural Guidelines and the best interests of the community.

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A. DEFINITIONS

The Protective Covenants for the community contain design review authority and broad, general objectives of the community association to protect property values and the integrity of the subdivision.

The Architectural Guidelines, which may be modified from time to time, have been developed to supplement and amplify the Covenants.

The Architectural Guidelines serve two purposes:

1. To assist the homeowner, and their architects, designers, sub-contractors with a set of parameters for the preparation of plans, specifications, and drawings for the related improvements on lots in the community.
2. To assist the homeowner in determining how to apply for a review of a proposed improvement.
3. To provide criteria for consistent decisions by the Association.

OVERALL GOAL

The overall goal of the Protective Covenants and Architectural Guidelines is to keep the community an attractive and desirable place in which to live.

B. APPLICATION INFORMATION

1. The following exterior additions, improvements, or modifications do not require an *Architectural Change Request Application* (“AC Application”) to be submitted provided certain conditions are met:
 - Children’s Wading Pools (Guideline 6)
 - Repainting with the same color (Guideline 11)
 - Adding dark-colored, all-natural mulch or pine straw to the yard. Red mulch is not allowed.
2. A completed AC Application must be submitted to the Association for all other types of modifications prior to commencing any improvement. The verbal approval of any Toll Brothers Team member is NOT sufficient. All approvals must be in writing. When plans and other documentation are required, they must be submitted with the application. Please review the *Specifications For Submissions* for details.

ASSOCIATION REVIEW – ENFORCEMENT PROCEDURES

3. Violation of the Architectural Guidelines and/or the Protective Covenants may result in the following as allowed:
 - a. Suspension of the right to vote
 - b. Suspension of the right to use the recreational facilities and common areas
 - c. Recordation of notice of covenant violation with the appropriate court
 - d. Imposition of a fine on a per violation and/or per day basis
 - e. Correction of the violation by the Association with all costs charged to the owner
 - f. Filing a lien for all fines, attorney’s fees and costs to correct the violation

C. TIMELINESS OF WORK

All work approved by the Brookmeade Homeowners Association, Board of Directors, or Architectural Review Committee shall be completed within six months of the approval date unless otherwise approved in writing upon a request for an extension due to extenuating circumstances. If the work is not performed in this timeframe, the work must be resubmitted for approval. Homeowners should submit a timeline of the work scheduled. Homeowners shall inform the Association upon completion of a project so that a final inspection may be performed.

ALL REQUIRED PERMITS

1. All improvements that involve the construction or alteration of a structure that requires a building permit from the local municipality(s) having jurisdiction, must be submitted with AC request, and reviewed for compliance with the Architectural Guidelines. Approval will be based only on the Architectural Guidelines, not the permitting requirements of the municipality nor any State or Federal governing agency. Homeowners Association approval must be obtained before applying for building permits. The Association must be notified and approve of any adjustment to the plan during or as a result of the permit approval process.
2. It is the responsibility of the homeowner to confirm if a building permit is required by the local municipality for the requested structure. Toll Brothers and the **Brookmeade Homeowners Association** Board of Directors do not have the authority or the ability to inform homeowners if the municipality requires a building permit.
3. The homeowner is fully responsible for obtaining the necessary permits as required by any and all governmental agencies having jurisdiction over the proposed improvement. The homeowner is solely responsible for compliance with the codes and ordinances of any governmental agency having jurisdiction over the construction.
4. Toll Brothers, the **Brookmeade Homeowners Association**, the Board of Directors, or it's assigned, shall not be held responsible for any modification or alteration constructed by or on behalf of homeowners who do not obtain the proper permits. This is regardless of whether the structure is approved by the Association, as the Association makes decisions based solely on the Architectural Guidelines.
5. Keep in mind that in the event a permit is successfully obtained from a local municipality or county, the AC application must be submitted, reviewed, and approved before work can begin. A permit does not guarantee approval by Toll Brothers, the **Brookmeade Homeowners Association**, or the Board of Directors.

*The content in this guideline, and any actions of Toll Brothers, the **Brookmeade Homeowners Association**, Board of Directors, Architectural Review Committee, or its agents, are not intended to be, and should not be construed to be an approval of the adequacy, reasonableness, safety, structural integrity, or fitness for the intended use of submitted plans, materials, or construction, nor ensuring compliance with building codes, zoning regulations, or other governmental requirements. Neither the Association, the Board, nor the member thereof shall be held liable for injury, damages, or loss arising out of any approval or disapproval, construction, or through such modification to a lot.*

GUIDELINE 1: PATIOS AND WALKWAYS

1) Patios

- a. Patios should be consistent with the grading of the property, located in the rear yard, and not exceed six (6) inches above ground level at any point.
- b. The patio does not extend beyond the sidelines of the house and does not extend to within ten (10) feet of the side property lines.
- c. The patio size, design, and setback distances to neighboring property lines should be kept in proportion to the home and property.
- d. The materials may consist of natural color concrete to match existing concrete, flagstone, slate, or brick in colors and designs that match the home.
- e. The existing drainage patterns should not be altered in a manner that adversely impacts any adjacent properties. The drainage of the patio should be directed within the homeowner's own property and properly dispersed.

2) Walkways

- a. The walkway(s) cannot be seen from the street.
- b. The walkway cannot exceed six (6) inches above ground level at any point.
- c. The width of the walkway(s) shall not exceed four (4) feet at any point.
- d. The existing drainage patterns may not be altered in a manner that adversely impacts any adjacent properties.
- e. The drainage of the walkway(s) must be directed within the homeowner's own property and properly dispersed.
- f. Walkway(s) should be consistent with the grading of the property to prevent drainage issues.
- g. Walkway location(s) should generally be limited to the sides and rear of the house.
- h. Walkways cannot be left unfinished. Finishing should be consistent with community standards.
- i. If visible from a public right of way, common area, or community street, materials used for the walkway(s) should blend with the natural vegetation and be constructed using natural stone or pavers.

GUIDELINE 2: EXTERIOR APPEARANCE, DECORATIVE OBJECTS, FRONT PORCH, FLOWERPOTS, HOUSE NUMBERS, ETC

- 1) **Painting** – An AC Application must be submitted if you are repainting and considering any color change. Please review the other houses around you and select colors different from the house next door or across the street. Approval is not required to repaint with the same color. Simply email the management company of your plans to paint with the same color. See Guideline Number 11.

- 2) **Window Treatments** - Window treatments that are visible to the street should be limited to white or off-white colors. No other patterns, colors, or textures are permitted as visible from the exterior.
- 3) **Decorative Objects** - Exterior decorative objects are not automatically approved items. An AC change request must be made in advance of installing these items on the lot. Exterior objects that are considered decorative include items such as birdbaths, birdhouses, wagon wheels, sculptures, statues, fountains, pools, antennas, flag poles, gazing balls, and yard art, and items attached to approved structures and visible from any street.
- 4) **Storage** - Outdoor storage of clothing, shoes, indoor furniture, cleaning equipment, toys, landscape debris, boxes, or trash is strictly prohibited.
- 5) **Clotheslines** – Clotheslines or the like or hanging of items from the balcony or patio are prohibited.
- 6) **Lighting** – Low-voltage landscape and outdoor lighting is permitted to be installed to accent homes or landscaping. Outdoor lighting must meet the following criteria:
 - Landscape Bed Lights - Landscape lighting shall be minimized. Light fixtures may not exceed twelve (12) inches in height and the number of light fixtures must not exceed ten (10). Landscape lighting is limited to 20W maximum-rated fixtures and light bulbs. Bulbs should be white or clear, non-glare, and shall be placed inside the building setback lines in landscape beds only. All fixtures must be screened from view with landscaping. The light source shall not be visible from the street, adjacent or surrounding lots, or other common areas.
 - Walking Path Lights - Walking path lighting shall be “downcast” and located only along the walkway from the driveway to the front door/porch. They should be placed no closer than 24” apart so that the light “pattern” does not overlap. Walking path lighting will not be permitted along the sides of the driveway or elsewhere in front of the house. Up-lighting of trees and the house will be considered on a case-by-case basis.
 - Flood Lights – Flood lights shall only be located in the soffit on the rear.
 - Solar Lights – Solar lights are discouraged but will be considered on a case-by-case basis.
- 7) **Flags & Flagpole** – An AC Application is not required to be submitted for a single flagstaff attached to a portion of the front of the house to display the official state flag of Georgia or the official flag of the United States of America. (<https://us-flag.net/code/>) Such flags may not exceed 3 FT x 5 FT in size and must be always maintained in good condition. Flags must be free from fading, tearing, fraying around the flag's edge, or other damage so as not to be displayed in an unkempt condition.
- 8) **Yard Art, Decorations & Flowerpots** – Yard statuary is discouraged and must be submitted for review in advance. All yard art and ornamentation should be located in the backyard and not in the front yard unless approved by the Board or ARC.

The front doors and entry area decorations must be in keeping with the style and colors of the house. Only live plants and live flowers may be placed in flowerpots, and must always be neat, healthy, and free of weeds and grass. Flowerpots are limited to four (4) per home. They must not exceed 18” in size and must be contained on the porch and not in the yard or landscape beds. Neatly maintained front porch flowerpots, containing evergreens/flowers, do not require submission of an AC Application.

Yard art, decorations, and flowerpots submitted to the ARC for review must conform to the community-wide aesthetic standards. Multi-colored or brightly colored items are not permitted.

- 9) **House Numbers** - House numbers shall only be displayed in the original location and design.
- 10) **Holiday Decorations** - Holiday decorations and lighting may be installed by an owner on their dwelling or lot no sooner than thirty (30) days prior to the date of the recognized holiday and must be removed no later than fifteen (15) days after the holiday. Holiday decorations must be contained exclusively to front entry stoops and respective private rear porches and entries.

GUIDELINE 3: GARDEN BED

- 1) An AC Application must be submitted for garden beds (this does not apply to annual flowers that are installed in existing landscape beds). No bean poles, reflectors, bells and the like, or foraging animal fencing will be permitted.

The following guidelines apply:

- a. The garden bed is located behind the home, at least ten (10) feet from the side property line, and out of view of the street. Other proposed locations will be considered on a case-by-case basis with a written variance request, and landscape plan showing 100% screening.
 - b. Garden beds may be no larger than 10'X10' (100 sq. ft.), and the plantings must be less than 6 ft. in height, including the planter. Invasive plant materials are not permitted.
 - c. The bed must be properly maintained, and free of weeds, grass, and dead vegetation.
 - d. The bed may not alter the existing drainage patterns in a manner that adversely impacts any adjoining property or common area.
 - e. Gardens may not be built and/or maintained in a fashion that will promote and/or attract wildlife.
 - f. Garden bed materials used should be colored to blend in with the natural landscape. If using wood, wood should be stained a dark brown or painted black before installation and color maintained in a like new condition.
 - g. Trellises are allowed with a maximum height of 6 feet and a width of 3 feet.
- 2) Garden beds are planting areas that contain anything other than ornamental plants, such as vegetables and herbs.
 - 3) Garden beds shall be cleared of dead plants and overgrowth after the growing season.

GUIDELINE 4: PLAY EQUIPMENT

- 1) An AC application form must be submitted for all play equipment. Play equipment should blend with the natural surroundings. No play equipment shall be located or maintained in such a manner as to constitute a nuisance or unsightly condition to adjoining homeowners.

The following guidelines will apply:

- a. The play equipment must be placed in the rear yard, within the extended sidelines of the house, with the placement in the middle 1/3 of the rear.
 - b. Playsets may not exceed 12-by-12 feet in size and located within the screened fenced area of the yard if the yard is fenced such that it will have a minimum visual impact on adjacent properties as determined by the Architectural Review Committee (ARC).
 - c. The play equipment or associated landscaping materials do not alter the existing drainage patterns in a manner that adversely impacts any adjoining property.
 - d. Trampolines are discouraged due to the proximity of houses in the community and the potential for disturbing the peaceful enjoyment of neighbors. However, they will be considered if placed in the rear of the lot and completely shielded from any street view and neighboring lots by landscaping, ideally, 12' evergreen trees and/or bushes that grow over 7 ft. tall. A landscape plan will be required.
- 2) Metal play equipment, other than trampolines, is NOT permitted, exclusive of wearing surfaces (slide poles, climbing rungs, swing seats, etc.). Bright colors in general are not allowed. Play equipment should be constructed of natural materials and colors. All colors should be neutral earth tones such as dark green, tans, and browns, or match the color scheme of the home. All play equipment must be properly maintained.
 - 3) A baseball backstop or similar item is not play equipment and must comply with the fence guidelines.
 - 4) Playhouses during Declarant control are prohibited and will not be permitted in common areas.

GUIDELINE 5: BASKETBALL GOALS

- 1) Basketball goals on individual Lots are discouraged due to the proximity of houses in the community and the potential for disturbing the peaceful enjoyment of neighbors. In-ground, permanent pole-mounted basketball goals are permitted on a conditional basis. The slope of the driveway should be considered when planning a basketball goal installation. Portable basketball goals and goal lights are NOT permitted. An AC application must be submitted and will be considered if all the following requirements are met:
 - a. The post is painted black
 - b. A site plan is submitted with the application showing the entire driveway, the proposed location of the goal, and all other improvements (see full details on *Specifications for Submissions*).
 - c. The backboard is clear.
 - d. The goal is placed either on the side or to the rear of the home, where it will have minimal visual impact.
 - e. If located on the side of the home, the backboard must be perpendicular to the street.
- 2) Owners must always maintain the appearance of the pole and goal by promptly replacing worn nets and cloudy backboards to maintain a neat appearance.

- 3) No goals may be attached to the exterior of the house, deck, etc.
- 4) The HOA discourages use after dark, as to prevent disturbing the peaceful enjoyment of your neighbors. Local noise ordinances should be observed.

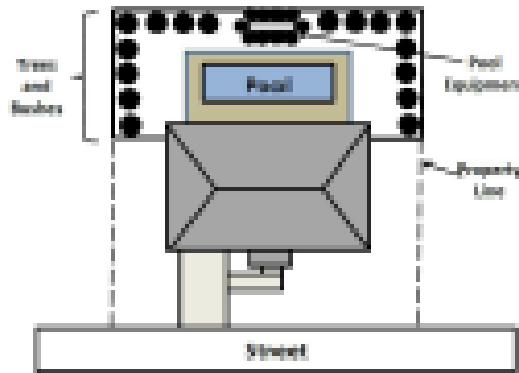


Example Basketball Goal

GUIDELINE 6: PRIVATE POOLS, LANDSCAPE PONDS AND FOUNTAINS

- 1) An AC application is not required to be submitted for children's portable wading pools (those that can be emptied on a nightly basis) that do not exceed eighteen (18) inches in depth and whose surface area does not exceed eight (8) feet in diameter. However, they must be stored inside the garage or other area inside the home when not in use. The HOA prohibits wading pools and other portable play equipment from being stored outside overnight.
- 2) Above-ground pools are prohibited.
- 3) An AC application must be submitted for ALL in-ground pools and ponds:
 - a. All AC applications for a pool addition shall be submitted with a field-run topographical, stamped survey that accurately depicts the location of the house, property lines, building setbacks, decks, and other improvements, easements, and any other elements that may restrict the location of the proposed pool. The survey should be prepared on a scale of 1"= 10'. Professional architectural drawings of the pool and if applicable, the landscape plan must be submitted. The drawing shall dimensionally depict the proposed location of the pool and pool deck, pool equipment, and any other related improvements. A drainage plan is required. The proposed drainage plan shall clearly indicate all existing drainage conditions. All proposed materials and colors should be indicated on the drawing or separate color/material board in full color. The drawing shall indicate the location and type of silt fence to be installed and maintained during construction. Existing trees and other landscaping that are to be removed to accommodate the proposed pool improvements shall be marked with a ribbon and inspection of the site is scheduled for review by the ARC before removal.
 - b. The appearance and detailing of all retaining walls must be consistent with the architectural character of the house. The homeowner is responsible for ascertaining the need for and obtaining necessary engineering, fencing, and building permits before beginning construction. Any fencing required due to the installation of a retaining wall must be included in the approval submission.
 - c. Fencing for lots with pools and spas must comply with the fence guidelines and municipal building codes (if applicable).

- d. Glaring light sources, which can be seen from neighboring lots, shall not be used.
- e. The pool area shall be enhanced with landscaping and all pool equipment shall be screened with evergreen landscaping.
- f. Pool equipment shall be located a minimum of 15'- 0" from any adjacent property and shall be behind the rear plane of the house.
- g. Dirt excavated shall not be stored on the lot longer than one calendar week. All stored excavated dirt shall be immediately covered with straw to prevent erosion and be provided with appropriate erosion control mechanisms.
- h. A construction timetable is required, including a completion date.



Example Pool Layout

GUIDELINE 7: FENCES, PRIVACY SCREENS

- 1) The original design concept of the community promotes a feeling of open space; therefore, fencing is not generally encouraged. An AC application must be submitted for ALL fencing.
- 2) Chain link and vinyl fences are prohibited. No wire fences, chicken wire, or welded wire fences are permitted.
- 3) No double fencing is permitted. If a homeowner already has a fence installed, it is understood that neighboring fences will connect to it. It is the owner's responsibility to ensure the fence is installed on the property line.
- 4) No privacy fence is permitted. Landscape trees may be considered for privacy screening.
- 5) All AC applications must include the following information:
 - a. Type and Dimensions:
 1. A 4-rail wood fence is the only fence type allowed (please see illustration below)
 2. The 4-rail wood fence must be painted black within 30 days of installation.
 3. Galvanized steel black-coated welded wire may be installed on the inside of the 4-rail fence. The mesh size must be 2" X 4".
 4. The fence must come off the rear corners of the home and follow the property line; fences shall only come forward toward the street from the rear corner of the house no more than ten (10) feet.

5. The height shall not exceed five (5) feet and must include at least (1) 4' wide walk gate
 - b. Site Plan: A site plan drawing denoting the location of the fence must accompany the AC application.
 1. Fencing on corner lots will be reviewed on a case-by-case basis and subject to municipal and community rules and regulations.
 2. Corner lot fencing cannot block the view of intersections at any point.
 - c. Fences installed by homeowners must have a minimum ground clearance of 1.5 to 2 inches. The ground clearance must be noted on the modification request.
- 6) Dog Runs are NOT permitted.
 - 7) Foraging animal fencing, chicken wire, or anything of like kind is not permitted.
 - 8) Each homeowner must maintain the fences located on his/her respective property regardless of the origin of construction or location.
 - 9) An illustration of the approved fence type is shown below:

4-rail painted black



Example fence style

GUIDELINE 8: EXTERIOR LANDSCAPING AND MAINTENANCE

- 1) An AC application is required to be submitted for ornamental trees and shrubbery.
 - a. Tree plantings (row or cluster styles) are not permitted from the front line of the house to the street.
 - b. In the case of corner lots, trees (row or cluster style) are not permitted from the front corner of the house on the adjacent lot(s) to the street. However, row or cluster tree plantings are permitted from the front corner of the house to the rear corner of the property line.
 - c. Staggered tree planting is preferred over rows. Hardwood trees should be located a minimum of ten (10) feet from property lines. Evergreen trees shall be located a minimum of five (5) feet from adjacent property lines.
 - d. Fruit trees of any kind are strictly prohibited.**
- 2) All landscaping beds must be fully covered and refreshed at least twice a year, with pine straw or brown all-natural mulch. "Rubber" mulch and any other material will not be approved. The application of pine straw or brown mulch does NOT require the submission of a modification request AC application.
- 3) Landscaping should relate to the existing terrain and natural features of the lot, utilizing plant materials in keeping with the horticultural appearance of the community. Approved grass types for front lawns are Bermuda, or Zoysia. The amount and character of the landscaping must conform to the precedent set forth in the community.

- 4) Each owner is responsible for removal of debris, clippings, etc., for any clippings they create. All planting areas should be properly maintained at all times, and, after the first frost, all affected material should be removed. At the end of the growing season, all dead plants should be removed. Bare earth must be covered with natural pine straw or brown mulch to prevent soil erosion.
- 5) The preferred landscape edging is a neat, black rubber material, that is not higher than 1 inch from the top of the soil, as to be fully concealed from view by freshly cut Bermuda grass. The owner is responsible for monitoring the condition of edge/border. Cracking and or damages will require the homeowner to repair or replace immediately.
- 6) Retaining Walls in the front of a home should be brick, stone, or split-face concrete blocks to match the house. Landscape timber walls will be allowed in rear and side yards on a case-by-case basis. All retaining walls must be submitted to the ARC for approval.
- 7) Each homeowner shall keep his/her lot and all improvements thereon in good order and repair including, but not limited to, seeding, watering, regular mowing, edging, the pruning and cutting of all trees, shrubbery, and weed control; homeowners should also maintain the painting or other appropriate external care of all structures and removal of dead landscaping. This should be done in a manner and with such frequency as is consistent with good property management and the precedent set forth in the Community.
- 8) Builder-installed shrubs and trees may not be removed permanently. They must be replaced with like-kind material and with Board approval.
- 9) Outdoor storage of garden tools and hoses must be screened from view. Any tools or items stored under a back deck or porch must also be screened from view.
- 10) Outdoor storage of garbage cans and trash bins will NOT be approved unless screened from the view of the street by mature landscaping or privacy screening that ties into the color and architectural style of the house.
- 11) All debris, clippings, etc. must be properly removed from lawns, driveways, sidewalks, streets, etc. Hosing, raking, or blowing materials into the streets and into the stormwater management system is not permitted. Debris must be stored out of sight (in a garage) until the evening prior to trash removal.

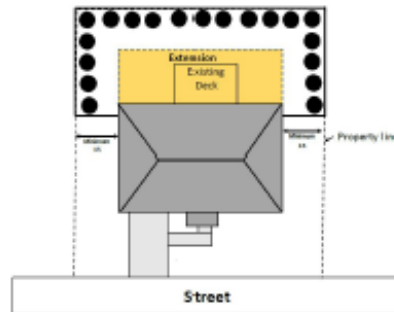
GUIDELINE 9: FIREWOOD

- 1) Firewood piles must be maintained in good order and must generally be located within the sidelines of the house and in the rear yard in order to preserve the open space vistas. They MUST NOT be visible from the street. The size of a firewood pile may not exceed 4' wide, 4' high and 6' long.
- 2) Firewood pile coverings are allowed only if the cover is an earth tone color and the firewood pile is screened from the view of the street. For example, a tarp-covered firewood pile may be located under a deck and have shrubs planted around it.

GUIDELINE 10: DECKS

- 1) An AC application must be submitted for ALL decks.
- 2) The AC application must include the following:

- a. A site plan denoting location, dimensions, materials, and color.
 - b. The deck may not protrude past the sides of the house and must be located in the rear of the house.
 - c. Materials must be cedar, cypress, or Number 2 grade or better pressure-treated pine (other material will be considered). Composite material is allowed but is subject to color approval by the Association.
 - d. The deck must be stained in a color that matches and/or compliments the exterior home colors.
- 3) Vertical supports for wood decks must be a minimum of 6"x 6" wood posts that match the color of the deck or metal poles. Metal poles shall be boxed in so as to appear to be 6"x 6" wood posts.
 - 4) A rail design shall be submitted with the site plan and AC application indicating the picket and rail materials and design. A brochure may indicate the design if a prefabricated design is used; otherwise, the design should be drawn to scale to indicate the design.
 - 5) The following, without limitation, will be reviewed: location, size conformity with the design of the house, relationship to neighboring dwellings, proposed use, and screening components/features.
 - 6) Homeowners are advised that local municipalities having jurisdiction will require a building permit for the construction of a deck.



Example Deck Extension

GUIDELINE 11: EXTERIOR BUILDING ALTERATIONS AND ADDITIONS

- 1) An AC application must be submitted for all exterior building alterations and additions. Building alterations include, but are not limited to, windows, construction of driveways, garages, porches, and room additions to the house. Exhibit A is an example of the plan details that should be submitted with the Application for Modification. Repainting requires prior written approval only if the color is changed from the original color of the house.
- 2) The original architectural character or theme of any house must be consistent for all proposed additions and alterations to the structure. Once the character is established, whether it is traditional, contemporary, etc., no change may alter that character.
- 3) An AC application requesting a paint color change requires the following information:
 - a. Paint sample color used in or approved for the community; and
 - b. Area of the house to be repainted; and
 - c. Photograph of the house to be painted and the houses on both sides (in most cases, adjacent houses should not be painted the same color).

- 4) Storm windows and doors are not permitted.
- 5) Roof/Shingle Replacements - Architectural shingles are required to weigh not less than 215 lbs. per square. Manufacturer specifications, shingle style, and shingle color must be provided at submission. The shingle example can be pulled from the manufacturer's website. Include a "before" photo of the current roof, photos of the entire home, as well as photos of neighboring homes on either side and across the street.
- 6) For any changes to the plans as approved by the ARC, the owner must submit such changes for approval before commencing construction.
- 7) Tennis courts are prohibited (other than the community tennis courts).
- 8) Storage structures will be considered on a case-by-case basis. For any storage structure, all adjacent neighbors must approve, and their signature placed on the AC Application. An AC application must be submitted for all storage structures.
- 9) Sheds are NOT permitted.
- 10) Carports (or open-air covered structures used to store or park cars, boats, RVs, etc.) are NOT permitted.
- 11) One generator is allowable as long they are screened using landscape screening and are not visible from the street.
- 12) Homeowners are advised that local municipalities may have jurisdiction and may require a building permit for the construction of any structure, attached or detached.
- 13) An AC Application must be submitted for all awnings. Awnings or coverings must be a structural extension of the home's existing roof. Colors or finishes must be compatible with the home's primary and trim colors. The addition of awnings or coverings requires the following information:
 - a. Picture or drawing of all windows/doors on which awnings will be installed and their location (back or side – generally, awnings are not allowed on the front of the home);
 - b. Picture depicting the style of awning to be installed; and
 - c. Color samples and materials list.
- 14) Pergolas in the rear of the home, inside the building envelope, and within the footprint of the home. These will be reviewed on a case-by-case basis and are contingent upon factors such as size, placement, and aesthetic appearance.
- 15) Outdoor drapery must be of solid white, cream, or natural tan in color and must be installed on back decks/patios only. Drapery hardware must be made of anodized bronze or anodized aluminum with a baked enamel finish compatible with the primary and trim colors of the community. Drapery must be maintained, regularly cleaned, and in good repair at all times. When not in use drapery must be neatly pulled back to maintain a clean, tasteful appearance. Note: Weighted drapery is encouraged to keep drapery contained within the porch or deck footprint. All outdoor draperies must receive ARC approval before installation.
- 16) Only purpose-built deck screens will be considered and must complement other colors of the home.

GUIDELINE 12: VEHICLES AND PARKING

- 1) The recreational area parking lot is intended for the use of residents (in good standing) during their use of the recreational area, pool, tennis courts, and clubhouse facilities.
 - a. No boat, trailer, camper, or any other type of recreational vehicle may be parked or stored in open view on residential or common property.
 - b. Any vehicle left parked in a common area longer than 24 consecutive hours is subject to being towed by the Association.
- 2) All cars parked in open view must be operable, may not be unsightly, and must have current license plates and registration.

- 3) No vehicle may be parked on any yard or sidewalk.
- 4) Parking of vehicles on the street is limited and subject to the Covenants, Conditions and Restrictions. Temporary parking by guests (four hours or less) is allowed if it does not pose a nuisance to neighbors or impede traffic flow. Homeowners are responsible for guest parking and must ensure that guests park safely and do not impede access to other driveways and traffic (i.e. park only on one side of the street)
- 5) All homeowner vehicles should be parked in the garage. If the number of vehicles exceeds the number of spaces in the garage, vehicles may be parked on the homeowner's own driveway.
- 6) No commercial vehicles are to be parked overnight on neighborhood streets or driveways.
- 7) Parking is never allowed within 20 feet of an intersection, nor in front of any fire hydrant.

GUIDELINE 13: SATELLITE DISHES/WINDOW AIRCONDITIONERS/WINDOW FANS

- 1) The following guidelines for mounted satellite dishes must be met:
 - a. Satellite dishes must be no larger than twenty-four (24) inches in diameter.
 - b. Rooftop mounting of satellite dishes on the rear of the house (out of public view) shall be required unless installation in such location imposes unreasonable delay or prevents the use of the antennae, unreasonably increases the cost of installation, or an acceptable quality signal cannot otherwise be obtained.
 - c. Satellite dishes mounted on the house wall or roofs shall be located in a manner that limits the visibility of the dish(es) to the street. Every effort shall be made to locate the dish discretely and out of view.
 - d. Front yard mounting of satellite dishes is strongly discouraged due to the difficulty in properly screening the dish. However, if there is no other reasonable alternative location, all dishes located in the front shall be mounted on grade within five (5) feet of the house and screened with evergreen landscaping that will provide screening without blocking the signal.
- 2) The colors of satellite dishes are subject to review. Colors shall be neutral and be compatible with the colors of the house.
- 3) Wiring or cabling shall be installed to be minimally visible and blend into the material to which it is attached.
- 4) The owner or occupant shall be responsible for the maintenance and repair of the satellite dish including, but not limited to:
 - a. reattachment of the satellite dish, and any components thereof, within forty-eight (48) hours of dislodging, for any reason, from its original point of installation;
 - b. repainting or replacement, if for any reason the exterior surface of the satellite dish becomes worn, disfigured, or deteriorated.
 - c. Having the satellite dish removed upon sale of the home.
- 5) Window or wall air conditioners, and window fans are prohibited. Any other type of appliance or device located in a window or wall where the device is visible on the exterior is not allowed.

GUIDELINE 14: ADDRESSES

- 1) Address plaque numbers that differ from the original installed by the builder are prohibited.
- 2) No plants shall be planted in such a manner that such planting and their future growth obstruct the view of the address plaque.
- 3) Curb-applied painted addresses are not allowed.
- 4) Address lawn plaques are generally not allowed unless required by the municipality.

GUIDELINE 15: SIGNS IN YARDS

- 1) Approved yard signs may be no larger than 24 in. X 36 in. No sign of any kind shall be erected within the Community without prior written approval except the following:
 - For Sale Sign – One professionally lettered “For Sale” sign in the front or side yard close to the house.
 - Security Signs - Security signs not larger than 10 in. X 10 in and any legal proceedings so long as they are in accordance with the Covenants.
 - Special Occasion/Life Event Sign – Life and Special Occasion signs commemorating a birth, graduation, or similar life event for a period not to exceed (7) days from the date of the event.
 - Political Signs – Political signs may not be placed more than 45 days before an election and must be removed within a week of the election.

GUIDELINE 16: TRASH/RECYCLING CANS, GARBAGE, AND STORAGE

In compliance with regulations, all trash and rubbish shall be kept in garbage cans located in the garage so as not to be visible from the street and neighboring lots. No trash, rubbish, stored materials, wrecked or inoperable vehicles, or any other unsightly items shall be allowed to remain on any Lot; provided, however, that the foregoing shall not be construed to prohibit temporary deposits of trash, rubbish, and other debris for collection by governmental or other similar garbage and trash removal units. In the event of curbside trash and/or garbage pickup, trash and/or garbage cans may be moved to the street on the night before the scheduled pickup, but all garbage cans must be returned to the garage or to an approved screened enclosure area the night of the scheduled pickup.

GUIDELINE 17: SOLAR PANELS

General Considerations

Solar panels/collectors should be visually integrated with the architecture of the house regarding style, size, and color. Solar panels/collectors will not be approved on the front elevation of any home. Installation is allowed in the rear of the home only.

Specific Guidelines:

- a. Panels shall have a low profile and be flush mounted to the roof.
- b. Panels shall be static with no tracking mechanisms.
- c. The framing, including the bracing joining panels together, shall match the surface it is attached to, either roof or siding if wall mounted.
- d. Ground-mounted solar panels are not permitted.
- e. Panels shall not exceed the area of the roof nor extend above the ridge line of the roof.
- f. All tile replacements must match the original material and specifications.
- g. Additional meters required for collectors must be shielded by landscaping.
- h. Solar panel requests will be reviewed on a case-by-case basis and more information may be requested.

The homeowner is solely responsible for obtaining the required building permit(s) from the local municipality and ensuring compliance with all applicable codes and requirements. (Note: Roof-mounted panels and equipment may void builder warranties and/or the roof warranty.)

GUIDELINE 18: EV CHARGING STATIONS

Electric Vehicle (EV) charging stations are not permitted to be installed outside the home. EV charging stations must be mounted inside the garage where it cannot be visible from the street. No charging station, or any part or component thereof, may be placed, installed, constructed, or used outside of the home.

ARCHITECTURAL CHANGE REQUEST APPLICATION

BROOKMEADE HOMEOWNERS ASSOCIATION
Architectural Change Request Application

Please complete the form and email it to: jamesking@fieldstonerp.com

Date Submitted: _____

LOT #: _____

Owner Name: _____

Street Address: _____

Phone: _____

Email: _____

Method of Delivery: Email: _____

Hardcopy: _____

By my signature below, I accept financial responsibility for any damage caused and clean up required by work performed. I understand that regular maintenance, as normal within the community, or replacement, in kind and equivalent size, of any improvement is my responsibility in accordance with the Community Standards and Covenants, Conditions, and Restrictions that I have agreed to abide by.

Owner Signature: _____

DESCRIPTION OF MODIFICATION OR ADDITION: The description must include complete information necessary to thoroughly understand anticipated modifications or additions such as the height, width, size, shape, color, etc. **Please review the Specifications for Submissions and submit all required documentation with your application.**

Acknowledgment of Adjacent Property Owner(s) Regarding Access

This section should be completed *only* if your project will require you to move materials or equipment over the Association's common elements, and/or an adjacent property owner's lot. The adjacent property owner(s) signatures should be obtained in the section below. Otherwise, **if this section does not apply to your project, please initial here:**

Owner's Initials

If your project will require you to move materials or equipment over the Association's common elements, you must indicate on the copy of your plat any area(s) of common elements that will be affected. A signature must be obtained from the Association's Managing Agent. **If you will not be required to move materials or equipment over the Association's common elements, please initial here:**

Owner's Initials

Office Use Only:

Date received by Management: _____

Application Complete (Yes/No): _____

I/we hereby acknowledge that in order to complete the above-described alteration, the above-described Owner must cross over my / our lot(s) with materials and/or equipment. The above-described Owner shall bear full responsibility for the repair of any damage caused by said materials and/or equipment. In no instance shall the Association or the Declarant be held responsible for said damage.

Adjacent Property Owner(s) Signatures(s)

Signature: _____	Print Name: _____
Address _____	Lot #: _____

Signature: _____	Print Name: _____
Address _____	Lot #: _____

Signature: _____	Print Name: _____
Address _____	Lot #: _____

Signature: _____	Print Name: _____
Address _____	Lot #: _____

Signature: _____	Print Name: _____
Address _____	Lot #: _____

Managing Agent's Signature (If Applicable)

Signature: _____	Print Name / Title: _____
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Deposit & Acknowledgment

A. Deposits (Refundable): DEPOSIT Check Payable to: Brookmead Homeowners Association

Total Refundable Deposit Amount:

No Deposit Required

- *Final Inspection of the improvement must be requested by the owner in writing.*
 - *Failure to install the improvement according to the approved plan, or to make unapproved changes will result in fines or the owner having to restore the area to its original condition at the owners' expense*
 - *The owner is responsible for any damage to common areas (roads, curbs, etc.) related to the modification if applicable.*
-

Owner's acknowledgment: I/we understand that:

1. Material herein contained shall represent alterations that comply with all applicable zoning and building codes. Further, nothing herein contained shall be construed as a waiver or modification of such ordinances. I/we are responsible for obtaining necessary building permits prior to the commencement of construction.
2. No work shall commence until written approval of the Board of Directors or Architectural Review Committee (ARC) has been received by me/us. Any alteration completed before approval of this application is not permitted and if alterations are made, I/we understand that we may be required to return the property to its former condition at my/our own expense; and that I/we may be required to pay a fine and/or all legal expenses incurred.
3. All approved alterations must be completed within six (6) months of final approval. **All approvals shall be voided upon the expiration of six months from issuance.** A complete resubmission must be made for any voided approvals.
4. I understand that all improvements that involve the construction or alteration of a structure require a building permit from the local municipality(s) having jurisdiction. I further understand that Association approval of my improvement must be obtained before applying for building permits.
5. I understand that any changes to the approved modification must be resubmitted for approval in advance.
6. Approval is contingent upon all work being completed in a diligent and workmanlike manner. Members of the Board of Directors, the ARC, and their agent(s) reserve the right to make routine inspections without notice.
7. I/we take full responsibility for any damages to the Association's common elements, the property of the Declarant, or any other privately or publicly owned property as a result of my/our actions or the actions of our contractors or agents. In particular and without limitation, I/we acknowledge that I/we will be responsible for any curb, sidewalk, driveway apron, landscaping, and/or drainage damage that may be caused by the installation of the requested improvement.
8. This request is subject to restrictions by the Association's governing documents and a review process as established by the ARC or Board of Directors. Any variation from the original application must be resubmitted for approval. A copy of this request will be returned to me/us after review.

Owner's Signature: _____

Date: _____

Print Name: _____

SPECIFICATIONS FOR SUBMISSIONS

- a.) All submittals must conform to the Architectural Guidelines and Community Standards. All drawings and architectural plans should be submitted as a PDF of 1" = 10' (1:10) scale drawings of any construction, including elevations. Hard copy submittals should be 11" X 17" in size. A written variance request to include any documentation, photos, etc. must be submitted with a modification application for consideration. All plans must show existing improvements and proposed modifications. Landscape plan to include plant list (species, size, location & quantity). Photos and samples must be submitted in full color.

Include a copy of the as-built, lot plat, or survey indicating topography and the location of the planned additions. The survey must clearly indicate all setback lines, any easements, and how the improvements will be added in relation to the building envelope. All details, including gates (if a fence), must clearly be marked and indicated on the plan. Photo(s) of the existing condition of the area, the requested location, photos (from the location of the area to be modified) of the neighboring lots, relevant color catalog cut sheets, samples, etc. must be submitted with the plans.

b.) **BUILDING ADDITIONS TO RESIDENCE: Includes Room(s), Deck(s), Porch(s) or Dormer(s)/Skylights**

Except for skylights, all submissions must include professional design renderings, plans, and/or drawings noting the size, color, and details of the planned addition. All submissions must include a copy of the as-built, lot plat, or survey indicating topography, existing building footprint, and the location of the planned modification. The as-built, lot plat, or survey must clearly indicate all setback lines, any easements, and how the improvements will be added in relation to the building envelope. All details must clearly be marked and indicated on the architectural drawings. Photo(s) showing the current condition at the location of the proposed improvement, as well as photos from said location showing the view towards adjacent properties in all directions, must be submitted with the plans. Photos or samples of shingles, paint colors, and other relevant exterior materials should be provided. Matching existing materials and colors of the house is encouraged.

c.) **ROOFING**

Architectural shingles are required to weigh not less than 215 lbs. per square. Verify neighborhood guidelines and provide manufacturer specifications, shingle style, and shingle color. The shingle example can be pulled from the manufacturer's website. Include a "before" photo of the current roof, photos of the entire home, as well as photos of neighboring homes on either side and across the street.

d.) **ADDITIONS TO HARDSCAPES: Includes but is not limited to patios, driveway alterations/additions, retaining walls, arbors/gazebos, fences, water features, sidewalks/stepping stones, play equipment, and basketball goals.**

A field-run topographical stamped survey showing the exact location and dimensioned distance from the nearby property lines, easements, setbacks, and restricted zones of the modification is required for all water features and retaining walls. Include a PDF of a 1:10 grading plan including cleaning limits, 2' contour lines, spot elevations for all structures, and all proposed drainage including drainage arrows indicating the direction of drainage **which should extend 20' onto adjacent lots.**

e.) **TREE REMOVAL**

- i. **Living Tree** – Before removing trees and applying for ARC review, confirm that the local municipality does not require written approval. If required, attach a copy of the tree removal permit and indicate on the ARC application the number of trees to be removed, and if "no replacement desired" or "replanting". If replanting with new species of tree, note it on the application and include photos. Otherwise, the same species of trees must be installed. New trees must be a minimum of 4" in diameter ACH (at chest height) for hardwoods, and a minimum height of 10 ft. for evergreens. Show the approximate tree(s) location on-site plan, survey, or plat. Tag all trees with ribbon or paint an "X" at eye level for easy identification. Submit a full-color photo(s) of the tree(s) and their current location in relation to the home.

- ii. **Dead Tree** - Provide a picture of the tree to be removed. Dead trees do not require an ARC Application but must be reported via email to the Association along with a photo and property address. A written approval from the Association is still required before removing the tree unless a delay in removal poses a risk to life or further property damage. Indicate in the email if "no replacement desired" or "replanting." If replanting, the tree must be the same species, a minimum 4" in diameter ACH (at chest height) for hardwood trees, and a minimum height of 10 ft. for evergreen trees. A full ARC application is required to replace with a different species and/or quantity of tree(s).

f.) **ADDITION OF SWIMMING POOLS/HOT TUB/SPA**

A field-run, topographical stamped survey showing the exact location of the modification with dimensioned distance from the nearby property lines, existing fences, decks, walkways, driveways, easements, setbacks, and restricted zones is required. The survey must clearly indicate all current and proposed grading lines and clearly show how the pool will be added in relation to the building envelope.

Any required additional landscaping must be indicated on the plan including the type and size of plantings to be installed. **A pool plan that does not include a landscape plan (if required) will not be reviewed.**

Detail on plans of all materials to be used and any manufacturer specifications for installation. The Construction access to the property must be indicated on the plan. Required signatures for access through common areas or neighboring private property must be obtained.

All color and material samples must be submitted as a part of the review to include a detailed printed color brochure from the manufacturer.

Existing trees and other landscaping that are to be removed to accommodate the proposed pool improvements shall be marked with a ribbon and an inspection of the site must be scheduled for review by the ARC before removal.

g.) **MODIFICATIONS & ADDITIONS TO LANDSCAPE: Includes but is not limited to additions to existing landscape planting, planters, statuary, grading, new landscape designs, gardens, landscape lighting, and /or tree removal.**

All submissions must include a copy of the as-built, lot plat, or survey indicating topography and the location of the planned modification. The survey must clearly indicate all setback lines and any easements and how the improvements will be added in relation to the building envelope. All details must clearly be marked and indicated on the plan including materials to be used, and any manufacturer specifications for installation such as with landscape lighting (including size, details of the lighting, and color of the lighting unit). Also include photos of the requested location(s) to be modified.

SUBMITTAL CHECKLIST

Required Items (emailed in PDF or 2 hard copies):	Included
Refundable Compliance & Damage Deposit: \$500	
Survey (field-run topographical)	
As-Built or Site plan - 1:10 scale (2 copies)	
Exterior elevations - 1/4" scale (2 copies)	
A PDF copy of all plans	
Full-Color Photos & Samples	
Roof Shingle Specifications w/lbs. per sq. (roof replacement only)	
Variance Request (if applicable)	
Additionally, if revising the existing house or garage	
As-built plans (floor plan & elevations)	
Landscape Plan 1:10 scale	