



Architectural Control Committee Guidelines of Brookfield Improvement Corporation, Inc.

The Architectural Control Committee (ACC) was created to enhance property values by requiring conformity to certain standards of construction, visual appeal, uniformity and design. The Declaration of Covenants, Conditions and Restrictions prohibit buildings or improvements of any kind from being erected or placed on a lot or altered after original construction without first submitting plans and specifications thereof to the Architectural Control Committee for Brookfield Improvement Corporation, Inc. and receiving its written approval.

Procedure

A "Request for Home Improvement Approval Form" must be completed in its entirety and mailed to the address indicated at the top of the form. All pertinent information such as plans, specifications, building permits, locations indicated on a copy of the survey, etc. should be included with the applications.

The forms are available from your management company. The ACC cannot respond to verbal requests for approval. All applications must be made in writing.

The ACC has thirty days from the date of receipt of an application in which to respond. If additional information is required by the ACC, the application will be denied and reconsidered upon receipt of the additional information.

If an application is not approved, the ACC will state in their letter why such approval was denied and what type of application changes, if any, would alter that decision. If an applicant wishes to discuss or appeal a decision made by the ACC, the Designated Representative should be contacted at a specific number.

Guidelines

The following are guidelines adopted by the ACC to specify their standards, requirements and thought processes used in evaluating an application. These guidelines will be amended from time to time as circumstances, conditions or opinions of the ACC dictate. It should be noted that each application is considered on its own merit and that the ACC may grant a variance from these guidelines.

Exterior Lighting. Additional exterior lighting should not be of a wattage or lumen count which affect neighboring homes.

Directional Lights or floodlights must be aimed so as not to shine in the windows of neighboring homes.

Low voltage landscape lights should receive Architectural Control Committee approval.

Security, mercury vapor or fluorescent lights, must be attached to the front of the house, preferably the garage.

Yard lights may be gas or electric. The maximum height is six (6) feet. Gas or electric lights must be black, brown or white depending on the color of the house and determination of a suitable color will be the decision of the Architectural Control Committee.

Fences. Wood fences facing the front street or along any side street property line shall be constructed with all pickets on the outside so that no posts or rails are visible from the street. All gates shall be constructed with the same materials as the fence. The hinges and latches used on the gate should be of the same style and quality of those used throughout the subdivision.

No portion of a wood fence on a lot which is visible from any street may be painted or stained.

Pickets, rails or bars that are broken, warped, bent, sagging or which have otherwise deteriorated must be promptly repaired or replace.

Chain link and wire fences are prohibited.

Basketball Goals. A basketball goal may not be installed or erected on a lot without prior Architectural Control Committee approval and shall be subject to the following:

1. Basketball goals must be mounted on a rigid steel or aluminum pole. No wooden poles are allowed.
2. The backboard material must be a fiberglass or safety glass. The color must be black, clear, gray or white with the exception of white, black, orange or red manufacturer's outline markings. The net, backboard and pole must be maintained in good condition as determined by the ACC.
3. A pole mounted goal must not be within fifteen (15) feet of an adjacent lot owner's amenities (air conditioning unit, shrubbery, gas meter, driveway, etc.) unless properly protected (I.e. by fence or shrubbery). No pole mounted goals will be allowed along the neighbor's adjoining side of the driveway if a neighbor's first story house windows are exposed. The pole must have a manufacturer's weather resistant finish or be painted black or white.
4. Portable basketball goals should be stored out of public view such as in the garage or behind a fence. Portable goals can be stored beside the driveway provided that they are left in one spot, the base being screened with landscaping materials and the final structure must be approved by the ACC.
5. An application for approval of a basketball goal should include a detailed sketch of the goal's proximity and relationship to the adjoining neighbor's property and include a description of the amenities of the adjacent lot including three (3) photographs from three (3) different angles of the amenities on the adjacent lot.
6. Applications must include the following:
 - a) Pole-Mounted Goals: A copy of the lot survey showing the exact location of the proposed goal

relative to the front of the main structure, lot lines and easements.

b) Goals Located Near a Lot Boundary Line: Photographs showing the exposed side of the neighbor's property and an indication of the distance between the proposed goal and the nearest neighbor's amenities. This can be achieved by enclosing a photograph as viewed from the street and/or a copy of the neighbor's lot survey showing the location of amenities.

7. Pole mounted goals installed near a lot boundary line must include a letter stating that the owner will remove the goal if requested by the Board.

8. The basketball goal, rim and net must be maintained at all times or the basketball goal must be removed.

9. The Board may revoke its approval and require removal of any basketball goal which it reasonable determines to be a nuisance to the neighbors.

Antennae and Satellite Dishes. Television antennae must be placed in the attic or area so as not to be visible from the street.

Outside satellite dishes larger than thirty-six (36) inches in diameter must not be visible from any street. Lattice structures, fences, trees and other landscaping may be used to screen the satellite dish.

Outside satellite dishes smaller than thirty-six (36) inches in diameter must be placed in the backyard in a location where a signal can be received but the receiver can not be seen from any street. Painting of the dish to blend in with the house or other surroundings may be acceptable but will be reviewed on a case by case basis.

Solar Screens and Window Tint. The color of any solar screens or window tint must be harmonious with that of the house. The frames of the screens must match the color of the window frames of the house or must match the color of the solar screen material. If any window is covered, all of the windows on the same side of the building must also be covered. The width of the screen frames must match individual window sizes (i.e. double-width screens are not allowed). Frames should have appropriate cross-member support to prevent sagging. Window tint shall be harmonious, shall not be reflective and must be maintained to prevent peeling, cracking or irregular discoloration.

Painting. No exterior surfaces of any house, garage or other structure or improvement on any lot shall be painted or repainted without prior approval of the ACC. This applies to existing as well as new construction and whether the proposed colors are the same or different from the existing colors. Color samples or "paint chips" of the proposed exterior color(s) must be attached to each application submitted to the ACC. The ACC may maintain a chart depicting examples of the acceptable earth tone colors and shades of earth tone colors for the exteriors of homes and other improvements on lots within the subdivision. The color samples or "paint chips" shall be compared to the colors and shades of colors set forth on the color chart to assure that each approved color must not only be an earth tone but also an acceptable shade of an earth tone color. As used in these guidelines, "earth tone" shall mean acceptable shades of beige, brown, gray and white. The following additional guidelines shall also apply:

1. Harmonious Colors. The proposed colors must be harmonious with each other and with the colors of exterior brick and roofing material.

2. Principal Colors of Dwellings. The principal color of the dwellings and garage situated on a lot,

including the garage door, must be muted earth tone and should not be the same color as any adjacent or facing dwelling on a neighboring lot. The ACC may approve similar paint colors on neighboring structures in cases where the brick or accent colors are substantially different from those of the neighboring structure.

3. Trim. Soffit, fascia board, window and door trim, and rain gutters must also be an earth tone color; however, the shades of trim color may be deeper than the principal color of the dwelling or garage.

4. Gutters. When rain gutters are painted, their color must match the color of the fascia board trim. When "maintenance-free" gutters are installed or replaced, their color must match (as closely as possible) the fascia board trim or previously approved existing colors.

5. Accents. Shutters, the side panels of doors and windows, and the exterior surfaces of doors may be painted any acceptable earth tone color, including trim colors and certain acceptable shades of dark green, black, blue-gray, rust or dark blue. Only one accent color is permitted per lot. Exterior doors may be stained a natural wood color or may be painted to match the other accents, trim or main house color.

6. Outbuildings. Any outbuilding or storage building which has a covered roof shall be subject to these painting guidelines and shall be painted in a color to match the overall color of the principal dwelling. The outbuilding or storage building is not to be visible from any street.

7. Recommendations. Although not required for approval, the following are recommended:

a) In most cases, it is more attractive to paint trim the same color as the main portion of the house and use a different color for accents.

b) When a different color is used for trim, the color should be a moderately darker shade of the main color and the accents should be painted to match the trim. Extreme color differences or use of more than two colors on a house should be avoided.

Birdhouses. The maximum allowable height is twelve (12) feet, must be painted to match the exterior trim and must be placed in the back yard.

Garage Conversions and Detached Garages. Conversions are permitted on a case by case basis provided there are no exterior changes to the garage.

Detached garages are permitted on a very limited basis and can only be used to store additional vehicles.

Detached garages are not permitted on standard size lots.

Driveways can never be removed from the front yard even if an alternate garage is built.

Mailboxes. Mailboxes must be approved by the ACC with respect to size, type and quality of materials, and harmony of design and color with existing structures. All mailboxes must also comply with all applicable U.S. Postal rules, regulations and restrictions.

1. In subdivisions where communal mailboxes are not in use, changes or improvements made to the initial mailbox will require ACC approval.

2. Replacement of the original pole with a wooden post may receive ACC approval. If the post is to be

painted or stained, a paint sample must be included with the application. The ACC will consider the effect a painted or stained post will have on the street if the proposed color will not readily blend in with the surrounding materials.

3. Bricked mailbox stands may receive ACC approval provided that the brick matches the house, the stand is appropriate in size and design, and will meet U.S. Postal requirements. A specific sketch should be included with the application.
4. In subdivisions or sections of the subdivision which use communal mailboxes, applications for the installation of individual mailboxes will be disapproved.

Play Structures. For the purposes hereof, a child's play structure shall mean any type of child's swing set, play set, climbing structure, slide or raised play set. A maximum of two (2) play structures are allowed on a residential lot. The maximum dimensions for each play structure are ten (10) feet in width, fifteen (15) feet in length and eight (8) feet in height. The play structure may have no more than two (2) vertical beams with a single horizontal support member between them extending above the eight (8) foot height restriction of the play structure. The sole permitted purpose of these extending beams is to support a tarpaulin in a shade area. The beams and their accompanying horizontal cross member may not exceed ten (10) feet in height, measured from the ground. Tarpaulin colors will only be approved if harmonious with the color of the residential dwelling. Wind socks or streamers attached to the structure will not be permitted. Play structures must be located behind the front and/or side building setback lines of the dwelling or garage. Play structures will only be allowed if the rear and/or side of the lot is enclosed with a six (6) foot fence. Such fence may be submitted for approval at the same time the play structure is submitted for approval. A fence approved in conjunction with the play structure application must be completed within thirty (30) days of the date the play structure construction is to begin. No play structure may be located closer than six (6) feet to any property line. Additionally, any play structure with support members and a tarpaulin above the eight (8) foot height must be located at least ten (10) feet from the property line if the adjoining lot is a residential lot. No play structure shall be approved for construction on utility easements or which may impede the drainage on the lot or cause water to flow to an adjacent lot.

Roofing Materials. A sample of the proposed shingle to be placed on any existing roof or any new improvements must be attached to each application submitted to the ACC. The ACC has established and shall maintain a chart depicting the acceptable type, quality and color of roofing materials for homes and other improvements within the subdivision. Each shingle shall be compared to the samples set forth on the roofing materials chart to assure that each approved shingle is an acceptable type and quality and that its color is harmonious with the color scheme established for the subdivision. The color of each roofing material must not only be an earth tone but also be an acceptable shade of an earth tone color. Fiberglass or composition asphalt shingles shall be limited to the following types and grades unless otherwise approved in writing by the ACC:

1. Minimum 300 lb. Per square, 30 year warranty:

- a) Elk "Prestique" approximately 320 lb. per square in the Weatherwood, Hickory or Barkwood colors.
- b) GAF "Timberline" approximately 300 lb. per square in the Weather Blend, Weathered Wood Blend or Burnt Sienna Blend colors.
- c) Genstar "Architect 80" approximately 300 lb. per square in the Barnwood or Driftwood colors.

- d) Owens Corning "Oakridge" in acceptable colors.
- e) Such other type of fiberglass or composition shingle of equal or superior quality as may be approved in writing by the ACC.

2. Minimum 220 lb. per square, 20 year warranty:

- a) Elk "Prestique II" approximately 240 lb. per square in the Weatherwood, Hickory or Barkwood colors.
- b) Elk Fiberglass "Sunseal" approximately 225 lb. per square in the Chestnut, Bark Blend or Barnwood colors.
- c) Genstar "Fiberscreen Brigade" approximately 235 lb. per square in the Weather Blend or Barnwood colors.
- d) Georgia Pacific "Valiant Fiberglass" approximately 235 lb. per square in the Weatherwood color.
- e) Owens Corning "Oakridge II" in acceptable colors.
- f) Such other type of fiberglass or composition shingle of equal or superior quality as may be approved in writing by the ACC.

Room Additions. Detailed plans must be submitted to the ACC using the following as guidelines:

1. Exterior materials and colors should match the house.
2. Room additions may not encroach into any utility easement unless the utility companies involved have granted their written consent to such encroachment.
3. Size and shape will depend on the architectural style and layout of the home, lot size and how well the room addition(s) integrates with the existing home. Addition of a storage area will not qualify as a room addition and will not be permitted. Plans for a room addition must show a room of reasonable size to constitute a legitimate request for a room addition. The roof of the addition must integrate with existing roof lines so as to appear to have been part of the original home. Room additions cannot exceed one-third (1/3) of the remaining back yard, but may be denied for other reasons (i.e. structural integrity, architectural suitability, etc.) even if it does only use one-third (1/3) of the remaining back yard.
4. Building permits as required by the municipality (city, county, etc.) must be submitted with the "Request for Home Improvement Approval Form". In some instances, the ACC will grant approval with the provision that a copy of the permit must be received by the ACC within thirty (30) days of the approval letter.
5. Sunrooms will be accepted on a case by case basis.

Swimming Pools and Spas. An application for the construction of a swimming pool, spa or jacuzzi must include a plot plan showing the proposed location of the swimming pool, spa or jacuzzi in relation to the property lines, building lines, existing structures and existing or proposed fences. The application shall also include a timetable for the construction of the pool, spa or jacuzzi. No swimming pool, spa or jacuzzi shall be approved unless the area in which the pool is to be located is either enclosed by a six (6)

foot fence constructed of wood or of wrought iron with a maximum of three (3) inches between each bar or such a fence is proposed to be constructed in conjunction with the swimming pool. During construction, the pool area shall be enclosed with a temporary fence or barrier, unless a fence already exists. If a portion of an existing fence is removed during construction, a temporary fence or barrier must be erected to fully enclose the area in which construction is taking place. Further, no building materials shall be kept or stored in the street overnight. Excavated material shall either be used on site or immediately removed from the premises by the pool contractor. The construction of all swimming pools must be in compliance with the national electrical code and include the installation of a ground fault circuit interrupter. There shall be no surface discharge on the lot or to an adjacent property. No swimming pool, spa or jacuzzi shall be constructed in a manner to impede drainage on a lot or to cause water to flow onto an adjacent lot.

1. No pool or spa of any type may encroach into any utility easement unless the utility companies involved have granted their written consent to such encroachment. Decking also requires consent agreement. Consents must be received prior to approval.
2. Ideally, any pool or spa should be located at least five (5) feet from a side and rear lot line to maintain proper drainage on the lot. However, a minimum of three (3) feet will be allowed in certain circumstances.
3. An above ground pool is acceptable if it is not over four (4) feet in height. Decking around the pool cannot be over eighteen (18) inches above ground to ensure the privacy of neighbors. If there is a walkway around the pool, it cannot be wider than two (2) feet nor higher than the wall of the pool. Railings for walkways cannot be visible above the six (6) foot fence. It must also be three (3) to five (5) feet from the side and rear fences.
4. Pool enclosures will be reviewed on an individual basis and height should not exceed twelve (12) feet. The ACC finds screened enclosures acceptable provided adequate tree planting is installed per ACC recommendations for screening.

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