

BROOKWOOD LAKE BUILDERS AND HOMEOWNERS GUIDELINES

The Protective Covenants and Restrictions for Brookwood Lake have caused to be created an Architectural Review Committee (ARC) whose function is to review (and approve or disapprove) plans for any proposed construction or alteration within Brookwood Lake. The Covenants have granted the ARC broad discretionary powers regarding aesthetic impact of design, construction and development including architectural style, colors, textures, materials, landscaping, overall impact on surrounding property and other aesthetic matters.

This manual has been prepared by the ARC as a guideline for Builders and Homeowners in their selection of concepts for construction within the development. This manual does not include all building, use, and other deed restrictions associated with Brookwood Lake and, accordingly, each Builder and Homeowner should familiarize themselves with the provisions of the Master Covenants. The inclusion of any recommendation in this manual shall not preclude the ARC's authority to disapprove any proposed matter for any reason.

FINAL APPROVAL: No construction of a building or structural improvements; no landscaping or other site improvement; and no alteration or addition to any existing structure or site improvement shall be made on any property until the plans and specifications showing the proposed design, nature, kind, shape, size, color, material, and location of same shall have been submitted to and shall have received Final Approval by the ARC. Builders or Homeowners requesting Final Approval of an improvement shall submit sufficient exhibits to demonstrate a compliance with standards and requirements of this Design Review Manual. Construction must commence within six months from date of Final Approval or is void.

THE REVIEW PROCESS AND GENERAL INFORMATION: The submittal can be broken into two submittals 1.) Plan and Site Review and Color - 2.) Landscaping Plan. Three sets of plans are required for submission including siteplans.

- * All floor plans shall be at 1/4" inch = 1' foot
- * Front elevations should be 1/4" inch = 1' foot
- * Rear and side elevations can be 1/8" inch = 1' foot
- * All exterior finish colors (on the form to be provided by the ARC and material samples shall be submitted with your plans
- * Incomplete submission will not be considered

ARCHITECTURAL STANDARDS

Roofs:

- * All front facing roof pitches shall be of a minimum 10 foot rise for every 12 feet of horizontal projection. (Min. overall pitch of 8:12).
- * Acceptable roof material shall be any of the following:
 - a. Minimum 240 lb. fiberglass reinforced composition asphalt shingles.
 - b. Cedar hand split medium or heavy shakes.
 - c. Tile or slate roofing.
- * Standard composition roofing, metal roofing, and light colors shall not be acceptable.
- * All front facing gable ends shall have Queen Anne returns, and/or other approved returns. Either matching roof shingles or copper flashing is acceptable. Copper is preferred.
- * All bay enclosures and flashing visible from the street, or part of the front elevation shall be copper. Chimney caps and flue enclosures may be painted galvanized metal or painted sheet metal.
- * No vents or other mechanical penetrations shall be permitted on any front facing roof slope, or otherwise any portion of the roof that is visible from the street and all must be painted to match roof.
- * The use of skylights are discouraged when they are visible from the street, and prohibited when directly facing any street.

Cornice and Trim:

- * Fascia shall be a minimum of 1 x 8. In the case of reverse gables, the use of rake mould or other similar trim is encouraged.
- * Box gutters are permitted. The use of 5" or 6" ogee gutter is encouraged.
- * Frieze board shall be a minimum of 1 x 10 in conjunction with the use of appropriate trim such as crown mould or dentil blocks if visible from the street. Dentil board shall not be used.
- * Queen Anne returns are suggested. Box returns are prohibited unless specifically approved by design review. Returns must have metal/copper flash; shingle not acceptable.

Wall Materials:

- * Acceptable wall materials shall include any of the following:
 - a. Dryvit or stucco (cement plaster) wrapped 2' on sides.
 - b. Standard face brick veneer on front wrapped 2' on sides. The rear and side elevation may be horizontal siding with continuous stucco or brick watertable (stepping around with grade) entire perimeter (min. 2'0" above grade).
 - c. Any natural stone veneer.
 - d. Siding combination front elevations are acceptable through design reviews only.

The following shall not be permitted:

- a. Artificial or simulated stone veneers.
- b. Plywood or sheet hardboard siding products.
- c. Exposed concrete block or exposed concrete.
- d. Vinyl and aluminum siding (vinyl soffits acceptable).
- e. No cantilever chimneys to be permitted on high profile lots. (corner lots)

Windows:

- * Aluminum or other metal windows shall not be permitted.
- * Windows shall have divided lites and may be any other following types:
 - a. Wood double hung.
 - b. Wood casement.
 - c. Wood fixed sash.
 - d. Metal clad wood windows may be used subject to approval of the ARC.
- * The use of transom windows on the first floor is encouraged but not required. When used, special attention should be on trim and cornice details.

Architectural Features:

- * Unless otherwise approved, all first floors shall have 9'-0" minimum finished ceiling height.
- * All sheetrock ceilings must be of a smooth finish.
- * Exposed concrete front stoops and steps shall not be permitted. Acceptable materials shall include but not be limited to:
 - a. Brick
 - b. Stone
 - c. Exposed aggregate

Site Plans:

- * Site plans shall show driveways, sidewalks, decks, house location, topography, finished grades, and drainage.
- * Mail boxes will be supplied by the Developer and paid for by the Builder.
- * All light posts will be built behind the right of ways or 12' feet behind the curb.
- * Site plans shall be 1" = 10' feet.

Landscape Plans:

- * Landscape plans shall be 1" = 20' feet.
- * Landscape plans shall show size, type and location of existing and proposed trees.
- * Landscape plans shall show the location of all planting areas.
- * Landscape plans shall show the specie and size of all stock at the time of planting.
- * Sod shall be Bermuda or Zoysia. Front and sides to rear of house shall be sod.

Fences:

- * All fences and/or walls where permitted shall be of the same material and design as the adjacent building.
- * Where a fence or wall is deemed to be unnecessary or unsightly and detracting from the visual value of common areas, a landscape screen in lieu of a fence or wall shall be required.
- * No fence or wall over 6' feet in height shall be permitted except for tennis courts and other special conditions as approved by the ARC.
- * Stockade/privacy fences will not be permitted.
- * In general, fences or walls are not encouraged within Brookwood Lake. Hedges, berms, or other landscape alternatives are preferred.

Builders and Homeowners are forewarned that the Master Covenants have granted to the ARC and the Board of Directors of the Brookwood Lake Master Association, Inc. broad discretionary powers regarding the remedy of removal of any non-complying improvement constructed within Brookwood Lake. Plan revisions may be requested after the final approval of the plans (on the form to be supplied by the ARC), but the signature of a member of the ARC must be obtained

before any changes are made. In this regard, if the ARC finds that any improvement was not performed or constructed in substantial compliance with the submittals receiving final approval, or without an executed Plan Revision, the Board of Directors of the Brookwood Lake Master Association, Inc. or the ARC may remedy or remove the non-complying improvement, and charge the action to the Builder or the Homeowner.

Conduct: All Builders and Homeowners shall be held responsible for the acts of their employees, sub-contractors, suppliers and other persons or parties involved in construction or alteration of the homesite. In this regard, a Builder or Homeowner shall be responsible for the following:

- A. Ensuring that the construction site is kept clean and free of debris and waste material, and that stockpiles of unused materials are kept in a neat and orderly fashion.
- B. Prohibiting the consumption of alcoholic beverages, illegal drugs or other intoxicants that could hamper the safety or well-being of other personnel on the site or affect the quality of workmanship.
- C. Assuring that the aforementioned are properly insured.
- D. Assuring that the aforementioned do not commit any violation of the rules and regulations of the Brookwood Lake Master Association, Inc.



