

Brentwood Estates Owners Association

Architectural Review Procedures

Application for Review. Prior to the commencement of any exterior alteration or addition to an existing structure, or a significant landscape alteration, Members shall submit the plans and an Architectural Review Control Form to the Architectural Review Committee. An example of items requiring Architectural Review are ponds, paint color, roofing material, retaining walls, sheds, fences, pergolas, trees which will mature to a large size and other significant exterior features which would be visible to other members when driving or walking through the community. For additional clarification please refer to the Architectural Review Control Guidelines. If you still question whether your proposed project requires approval, please contact the Management Company or Committee directly for clarification.

The Committee has 30 days from the date of receipt to review the application and ask for additional supporting documentation if required. After review, the Committee will provide the Member with a written Approval/Disapproval/Approval with Conditions decision.

Each alteration or addition must be specifically approved even though the intended alteration or addition conforms to the CC&R's and Guidelines, and even when a similar or substantially identical alteration or addition has been previously approved.

The Committee has the authority to Approve/Disapprove the plans, or to require that the plans be resubmitted or redrawn by an appropriate professional contractor and/or with the additional information accurately provided.

The Committee approvals are conditional dependant upon an optional As-Built final inspection, which may be performed at the discretion of the Committee or the Managing Agent within 30 days of the completion of the project. The Committee reserves the right to require modifications if the quality of the finished project is deemed lessor, in either material or construction, than the generally accepted standards of the community.

Product Specification. The Committee has the authority to specify a product type (example: cedar fencing instead of vinyl) to maintain the uniformity of appearance of the home and lot and/or its improvements.

Appeal. The Member may appeal a decision of the Committee by providing additional information or supporting data. If the Committee's decision remains unchanged, the Member may send a written appeal to the Board of Directors for a review of the decision. Any ruling by the Board of Directors will be considered final.

ARC Charges and Fees. The Committee may request reimbursement from the Member for Architectural Review if the review would require the services of an architect or engineer to best determine the appropriateness of the change to the community. The Committee will advise the Member in advance if their request will incur such charges and fees.

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Verbal Requests will not be considered. For the protection of the Member, the Committee and the Board, all requests must be made in writing. A copy of all correspondence, forms and decisions will be kept in the Member's folder.

Timelines for Project Completion may be set by the Committee during the approval process.

Periodic Review. The Committee will make inspections of the development on a periodic basis. Any Member found to have altered or added to their home or lot will be sent an Architectural Review Control Form to be completed and submitted to the Committee. The Member must respond within 30 days of receipt of the form. Members who do not respond within the 30 days will be fined \$25 fee regardless of whether the addition/alteration meets the current Guidelines. If after review of the Form, the Committee determines the additional/alteration to be Disapproved, the Committee shall notify the Member of what modification needs to occur to return the addition/alteration to a state that is Approved. The Committee shall provide the Member with a time frame not to exceed three months to make this modification. If the exterior feature is not restored the Association shall impose a fine of \$25 monthly until the required modification is made. Three months after the expiration of the time frame required by the Member to make the alteration, the Association may choose to make the alteration for the Member and bill the Member for the costs incurred.