



## ***Brookshade Architectural Guidelines Frequently Asked Questions***

We thought it would be helpful if we provided you with more details about how to submit your requests for additions and alterations and the guidelines that will be used when considering ACC requests.

### ***How quickly can I get an answer?***

The application itself states that the ACC may have up to 45 days to respond to any request. That is simply the longest possible timeframe. Generally, we will make every attempt to respond to your requests in just a few days. For an application to be considered complete, additional materials or samples may be needed. Site plans, architectural drawings, landscaping plans, paint and material samples may be required.

### ***How will the ACC notify me of a decision?***

We will notify you in writing of the committee's decision. This will be in the form of an approval, conditional approval with stipulations or denial. Typically, one of the ACC members will call prior to your receipt of the written decision to help you get your project started more quickly.

### ***When am I required to submit an application to the ACC?***

Brookshade covenants require homeowners to submit an application for any exterior changes or alterations or additions. We know that is a broad statement. As a practical matter, we do not expect you to tell us every time you plant a new flower. Take a look at the examples provided below. While this is not intended to be a complete list, it does provide general guidance.

### ***No application needed:***

- Replacing existing plantings with similar ones that do not change the overall landscape plans e.g. azaleas for nandinas, one type of juniper for another, etc.
- Annual flower plantings in existing beds e.g. begonia in the Spring and pansies in the Fall
- Portable basketball goals do not require an application or notice. They must, however, have a clear backboard.

### ***Notification Only (in the form of a letter):***

- New paint or stain colors to any exterior portion of the house
- Home additions, including but not limited to, pools, decks, garages, patios, walkways, storage sheds, fences, retaining walls, arbors and changes to existing landscape plan. It is expected that any of these will be constructed of materials consistent with the main home and the surrounding area.
- Children's playsets must be of a color and material consistent with the natural surroundings. We require using canopies and accessories (e.g. slides, swings, etc.) colors blend with the existing

landscape (e.g. dark green, brown, etc.). If you have already received written approval for your playset, you have been grandfathered.

- Removal of any live trees. Brookshade covenants require that you seek approval from the ACC for the removal of any tree that is more than eight inches in diameter or more than eight feet tall. The covenants do allow for the removal of any tree that is deemed a threat to your home. Before doing so, please submit a request explaining why you feel it is a danger.
- Any alterations visible from the exterior of the home that may actually occur inside the home. This includes window-tinting, changes to window treatments (exterior view only) and changes to windows and doors. The ACC has no interest in getting involved in the interior design of your home. We are simply interested in protecting the exterior view from any unusual impact.
- Satellite dishes will generally be approved as long as they are in an inconspicuous location and are 18" or less in diameter.
- In-ground basketball goals, just as any permanent addition, do require an application. They must also have a clear backboard.

***How long is an approval valid?***

Work must commence within six months of approval notification. If work has not begun within that timeframe, a new application must be submitted for consideration.

***How long do I have to complete a project?***

New construction must be completed within 12 months of the start date unless specifically authorized by the ACC. Alterations or modifications to existing structures must be completed within six months of the start date unless specifically authorized by the ACC.

If your project will require more time, simply notify us at the time of application and explain why.

***Where should I store my construction materials while the work is being completed?***

While the covenants do not specifically dictate where construction materials should be stored while waiting for installation, we do ask that you use good common sense and put them in as inconspicuous a place as possible. At no point should any construction materials be stored in the street.

***Is there a final review process?***

Yes. The homeowner must notify the ACC of the project completion within 30 days of its completion. At that point, the ACC will review if for compliance with the original approval.

***What if I do not agree with the stipulations of the conditional approval or denial?***

All homeowners have the right to appeal any ACC decision to the Brookshade Homeowners Association Board of Directors. Their decision in any appeal is final.

We encourage all homeowners to read the Brookshade covenants to help gain a better understanding of how these guidelines were developed. If you need a copy of the covenants, visit [www.brookshade.org](http://www.brookshade.org).

Of course these guidelines cannot account for every situation, if you have questions please contact any member of the committee or a Board member for further assistance.

Thanks for your help in making Brookshade one of the finest communities in Atlanta.