

Brookside Homeowners Association

Architectural/Landscaping Committee (ALC) Standing Rules

The overall purpose of this document is to keep the neighborhood looking new, clutter free and beautiful as it is today. In order to clarify what is allowed and not allowed by the ALC, a standing rules list was generated to complement the covenants. This list will be updated and distributed to the neighborhood as changes are made. It is meant to help the homeowner understand what is allowed and not allowed.

Standing rules for the Brookside ALC/P.J. Morgan:

- a. The ALC/P.J. Morgan will quickly turn around requests to alleviate delays in the homeowner's project. If a request has not been approved/disapproved in 30 days or more it is deemed disapproved.
- b. The ALC will meet for larger projects to go over the plans and the requirements for a request. Most requests will be handled through email or phone call or both. The approval/disapproval process will include a formal letter with the supporting Architectural Landscaping Request (ALR) and plans sent to the homeowner through U.S. mail.
- c. Covenant Complement List:
 1. All exterior changes, including but not limited to; roof replacement, additional landscaping, tree planting, and garage door replacement must complete a request form and have approval. Building changes should be of same style and appearance.
 2. Only one in ground flag pole allowed. (Approval Required)
 3. Deck maintenance and staining is the responsibility of the homeowners.
 4. No solar generating or wind generating equipment allowed, without prior approval. Decorative solar lighting is allowed.
 5. Radon mitigation systems must be vented through the roof, not on the sides of homes, and must have approval prior to being installed.
 6. Vehicles left or parked in the street for more than 48 hours without being moved are subject to towing. Vehicles should not block sidewalks or mailboxes.
 7. Sidewalks are a homeowner's responsibility and must be kept in good condition.
 8. Security signs do not need approval from the ALC and are allowed on the property. Only one ground sign per property.
 9. No advertising signs or banners allowed on the lot. One "For Sale" or "For Rent" sign is allowed. All other signage will need Board Approval.
 10. All Tools and equipment (brooms, shovels, etc.) must be stored indoors. Storage sheds or containers are not allowed on the exterior of the homes or on patios.
 - 11. Trash cans are allowed to be placed at curbside the evening before pickup or the day of trash pickup. Trash cans and recycle bins are to be placed inside (garage or basement) within one day of trash pickup.**
 12. All pets must be leashed at all times when outdoors, and all waste must be removed immediately.

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13. Overall neighborhood should be free of clutter and dead plants should be cut back or removed from the landscape areas as the season progresses.
14. All added landscaping must have a border or trim.
15. No in ground vegetable gardens allowed. Container growing may be used on the patio and/ or deck.
16. All trees being planted by the homeowner must be approved by the ALC. No exceptions.
17. Tree planting guidelines are as follows:
 - a) Specific type of tree which can be confirmed for potential size and characteristics, such as disease and wind resistance, hardiness, maintenance needed, etc.
 - b) Specific measurements of future height and spread of tree and tree roots for location in relation to proximity of property lines, utility lines, houses, decks, driveways, sidewalks and other vegetation.
 - c) No fruit bearing trees will be allowed.
18. All trees are the homeowner's responsibility, and must be maintained and trimmed as needed. All leaves must be cleaned up in the fall by homeowners.
19. Garage doors may be painted to match the primary color of the home, with the submission of an Architectural/Landscaping Request form. The additional guidelines are as follows:
 - a) Homeowner must be current on association dues.
 - b) Garage door must be painted by the current contractor that paints the exterior of the homes for the homeowners association.
 - c) The cost will be the homeowner's responsibility and must be paid to the contractor directly.
 - d) When the exterior of the homes are repainted through the homeowners association, the current homeowner will be responsible for the additional costs to have the garage door repainted to ensure the garage door matches the exterior of the home.
 - e) Homes in villas must agree, and both homes that are attached will need to both be painted.
 - f) Homeowners are responsible for any upkeep of the garage doors including paint.