

*Brookfield Chase
Architectural Standards*

Adopted by Brookfield Chase Architectural Review Board
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Appendix A Blank ARB Request for Change Form

I. INTRODUCTION

Purpose of the Architectural Standards

One of the primary purposes of the Declaration of Covenants, Conditions and Restrictions for Brookfield Chase (the "Declaration") is to provide for a method of determining certain architectural standards that will assure each of us that the property within our community will be developed and maintained in a fashion that will protect the investment of every homeowner. One important aspect of maintaining the integrity of a residential community is provided by the Declaration in authorizing the formation and duties of the Architectural Review Board ("ARB").

The ARB has the right to review and approve changes to the exterior of homes within the community. The Declaration strictly prohibits the addition of any Structure, or the alteration of any Structure, on any Homesite without the written approval of the ARB. The prohibition is very broad, including, but not limited to, the changing of exterior paint colors on a home.

The Declaration further states that the ARB has the right to develop and disseminate architectural guidelines for the Community. These guidelines are referred to specifically in the Declaration as the "Architectural Standards" and should be considered an extension of the Declaration. This document is not an all-inclusive list of restrictions, but is a set of guidelines to be followed by homeowners when planning landscaping or the construction or alteration of any Structure located on their property.

The Architectural Standards set forth herein have been developed pursuant to Article 9 and expand the criteria in Article 10 of the Declaration. Their purpose is to publish guidelines related to (I) the use and maintenance of the property within Brookfield Chase and (II) the construction of improvements (including the alteration of Structures) upon Homesites within the community. As guidelines, these standards may not be determinative of whether or not a particular use of one's property is acceptable, or whether or not the plans for a proposed improvement will be approved. Because of the uniqueness of each Lot within the community, including variations in size, topography and location, certain uses, improvements or modifications suitable for one Lot may be inappropriate for another Lot. Therefore, despite the guidelines offered by these Standards, the ARB is authorized to apply or adopt different standards for different Lots to reflect those differences. As an example, the ARB may allow an improvement, modification or change to a Structure which cannot be seen from any street or other Lot within the Community, but prohibits the same improvement if it can be seen from any street or any other Lot.

The Architectural Review Board

The ARB is made up of members appointed by the Declarant as authorized by the Declaration. After the Declarant no longer has the right to appoint the members of the ARB, the authority will be shifted to the Board of Directors of Brookfield Chase Homeowners Association, Inc. The Declaration grants the ARB discretionary powers regarding the aesthetic impact of design, construction and development including architectural style, colors, textures, materials, landscaping and overall impact on surrounding properties.

It is not the intent of the ARB to impose a uniform appearance within Brookfield Chase nor to discourage creativity on behalf of the homeowners. Its intent is to promote and assure that all improvements are aesthetically compatible and reflect the image of a quality community. During the plan review process, the ARB intends to be fair, impartial and understanding of individual goals.

Overview of the Change Request Process

General Information

Homeowners are requested to provide as much detail as possible when submitting a Change Request Form to the ARB. This will eliminate confusion and reduce the time required to respond to the requesting homeowner. Plans should be specific in nature and include such items as types of materials to be used, planned start/completion dates, types of plants, size of plants and actual photographs of swings or arbors when applicable. Plans should also be limited in size to work that can be completed in a 30-day period unless a longer time is requested due to an exceptionally large project.

The ARB will meet the 2nd Monday of each month to review new change requests and conduct homeowner site visits. Every change request will be responded to in writing within 30 days from the day all final documentation has been received.

Step 1 - Submitting Plans

Homeowners are requested to submit photocopies of all plans and documentation. All submitted plans become the property of the ARB and will not be returned but filed for future references and verification. Brookfield Chase homeowners should deliver their Change Request Form and all necessary documentation, including plans, architectural drawings/photographs, property survey showing improvements and description of materials to:

Brookfield Chase Architectural Review Board
ATTN: Kate Rooke
HOA Management
PMB 405, 2300 Bethelview Road, #110
Cumming, GA 30046
Phone: 678-300-1200

Once plans are received, they will be date stamped and reviewed by HOA Management and the ARB in the order in which they are received. A member of the ARB will notify the homeowner by phone of the approximate date and time of the on-site visit. In most cases, the homeowner's participation is not required for the on-site review, but is always welcomed.

Step 2-On-Site Review Process

The purpose of the on-site review is for the ARB members to assess the impact the request may have to neighbors and the general quality of the Community. The onsite process is usually brief (5-20 minutes) with no or limited homeowner involvement. However, we recommend that a homeowner be available for questions for complex plans.

Step 3-Decision Process

Upon completion of the site review, the ARB will stamp the change request with one of four decisions and will contact the homeowner directly to explain the decision.

Plan Accepted - The plan is accepted as documented and the homeowner can begin the requested changes immediately upon obtaining all necessary governmental permits. All work must be done in accordance with the plans as approved by the ARB. *All changes or modifications to plans must be reviewed and approved by the ARB.*

Plan Accepted with Specific Conditions - The plan is accepted with specific conditions. The homeowner should review the conditions and if in agreement sign the conditions form and submit it to the ARB.

Plan Denied with Explanation - If the homeowner's plan is denied, an explanation will be provided. In many cases, the ARB will recommend one or more alternative solutions. If the homeowner is receptive to one of these solutions, they simply need to resubmit a Change Request Form detailing the plan within 60 days.

Plan Pending - If a plan was submitted incomplete, the homeowner will be notified and the plan will be held until the required documentation has been received.

ARB's Right to Verify Construction in Accordance with Approved Plans

While under construction or after completion, the ARB does reserve the right to review approved plans to make certain the actual construction adheres to the approved plan.

Violation Fines

The discretionary powers of the ARB are also coupled with the ability to establish and levy fines and penalties for noncompliance and, with the cooperation of the Board of Directors of the Association, also include the right to suspend membership rights, including the right to vote or to use the recreational facilities, if applicable. Although not limited to the following, "noncompliance" would include the failure to obtain approval of a new Structure in conformance with approved plans. Homeowners who are in violation of the Declaration and the Standards set forth in this document will be notified in writing of the violation and will be fined and penalized in accordance with the Declaration.

Disclaimers

Approval of any Structure by the ARB is in no way a certification that the Structure has been built in accordance with any governmental rules or that the Structure complies with sound building practices. Homeowners are required by law to obtain a building permit for all new construction. *For information on obtaining a building permit in Gwinnett County contact: County Planning listed in the blue pages of the telephone book.*

These Architectural Standards set forth herein have not been reviewed for engineering or structural design or quality of materials. In fact, it is very likely that certain standards have been adopted solely on the basis of aesthetic considerations. Therefore, no one should use or rely upon these Architectural Standards as standards for structural integrity or soundness of design for any

construction or modification of a Structure or for ensuring compliance of any activity or construction with building codes, zoning regulations and other governmental requirements. These things must be determined by, and are the sole responsibility of, each homeowner within the Community.

Please remember that, like the Architectural Standards, plans and specifications are not reviewed for engineering or structural design or quality materials. By approving such plans and specifications, neither Declarant, the Association, the ARB, the Board, nor the officers, directors, members, employees and agents of any of them shall be liable in damages to anyone submitting plans and specifications to any of them for approval, or to any homeowner of property affected by the Declaration by reason of mistake in judgment, negligence or nonfeasance arising out of or in connection with the approval or disapproval or failure to approve or disapprove any such plans or specifications.

It is the sole responsibility of the homeowner to ensure that Structures are safe. Approval of any type of Structure including children's playsets by the ARB in no way guarantees the safety of the individual.

In accordance with the Declaration, every person who submits plans or specifications, and every homeowner, has agreed that they will not bring any action or suit against Declarant, the Association, the ARB, the Board or the officers, directors, members, employees and agents of any of them to recover any such damages.

II. EXTERIOR STANDARDS

Construction

All construction requires the homeowner to complete a Request for Change Form and a site visit from members of the ARB. The purpose of the visit is to ensure that the construction adheres to ARB standards and is in harmony with the external design and general quality of the Community.

Driveways/Walkways

Any changes to existing or new hardscapes including, but not limited to, driveways, walkways and patios, require specific approval of the ARB prior to construction. A professional contractor must complete all hardscape construction.

Doors/Windows/Shutters

Any alterations to the exterior of the house including, but not limited to, paint color, doors, shutters, trim and exterior siding must be approved by the ARB.

All window treatments facing the street must be lined in white to give the Community a common look from the outside. The type of window treatments may include but is not limited to: a white sheer, white blinds, white plantation shutters or white-lined curtains. No vertical blinds may be installed on any window. Vertical blinds are permitted on the sliding patio/deck door only.

Stained glass windows and glass blocks are not permitted in doors or windows that are visible from the street. All requests for lead glass doors or windows should be submitted to the ARB.

Window Box installation must be pre-approved by the ARB committee. Include a picture of the proposed window box and identify proposed location(s) on a photo /drawing of the house. Only removable window boxes will be approved. Permanent window box additions are not permitted. Window boxes must be planted and maintained at all times. Artificial flowers or vegetation are prohibited in window boxes and in any other exterior planters visible from the street.

Exterior Lighting

All exterior lighting shall be consistent with the character established in Brookfield Chase and be limited to the minimum necessary for safety, identification and decoration. Colored lens, lamps or bulbs of any type are not permitted. All additional exterior lighting or replacement of exterior lighting must be approved by the ARB. This includes landscape lighting.

Paint/Siding/Brick/Roof

Exterior paint and trim must be maintained in good condition and painted or pressure washed when needed. All alterations to the exterior color of the house including, but not limited to, doors, shutters, trim, brick and siding must be approved by the ARB.

New roofs should follow the same style and color standard originally installed by the Builder. The roof should include at least a 20-year shingle warranty and all exceptions must be approved by the ARB.

Mail Boxes/Street Numbers

All mailboxes should follow one common design. The mailbox shall include only the house number and be located as prescribed by the United States Postal Service. To replace any damaged or missing parts of your mailbox, contact the ARB for assistance.

Street numbers or surnames are not permitted on the curb or posted on any part of the house.

Decks/Patios/Lattice Work

All decks should be made of pressure-treated pine, be located on the back of the house and not extend out past the sides of the house. Any variance from this standard must be approved by the ARB.

All plans to build new or expand existing decks, patios and latticework must be submitted to the ARB for approval. Also, homeowners are encouraged to submit a landscaping plan to address areas under and around the deck.

All decks and lattice work must be treated with a weather sealant within 6 months of installation and applied every two years to deter aging and for preventative maintenance. For a consistent look in the community, only the following color and products are approved: Behr Deck/Fencing/Siding Wood Stain in semi-transparent "natural cedar" or Olympic

Deck/Fence/Siding Wood Stain semi-transparent "natural cedar". These products can be found at Home Depot or Lowes. Any other product must be submitted for approval by the ARB.

Storage Buildings

Storage areas of any type require the approval of the ARB and should be submitted with a specific landscaping plan to shield as much of the storage area as possible. Prefabricated and/or stand alone storage facilities are prohibited. Attached storage structures will require the approval of the ARB. Consideration of any such attached structure will require detailed plans and specifications to be submitted to the ARB for review.

Fences

In general, fences are not encouraged within Brookfield Chase. Hedges, berms or other landscaping alternatives are preferred. Invisible electrical fences for dogs are pre-approved.

Fences are permitted in the rear yard only, beginning at the rear corners, and require the homeowner to submit a detailed plan to the ARB for approval. Submissions should include a complete description of the fence, materials and a site plan showing the fence location in relationship to property lines. When submitting a request for a new fence, homeowners are encouraged to also include a landscaping plan that is focused at hiding as much of the fence from neighbors as possible.

All proposed fences must follow the ARB fence standards as defined below:

- Privacy & picket fences with convex scalloped top
- Six foot (6') maximum height
- Good side must show out
- Weather sealant must be applied within 6 months of installation and applied every two years to deter aging and for preventative maintenance. For a consistent look in the community, only the following color and products are approved for use: Behr Deck/Fencing/Siding Wood Stain in semi-transparent "natural cedar" or Olympic Deck/Fence/Siding Wood Stain semi-transparent "natural cedar". These products can be found at Home Depot or Lowes. Any other product must be submitted for approval by the ARB.

The size, location and design of these fences must be specifically outlined in a detailed plan which will be carefully reviewed by the ARB and approved only if the plan fits within the guidelines set forth herein and is consistent with the general appearance of the neighborhood.

Arbors/Swings/Trellises

Arbors, swings and trellises are permitted in rear yard only and must be located directly behind the home where it will have minimum impact on adjacent properties and streets. Homeowners are encouraged to include a landscaping plan to minimize the neighboring view. Weather sealant must be applied within 6 months of installation and applied every two years to deter aging and for preventative maintenance. For a consistent look in the community, only the following color and products are approved for use: Behr Deck/Fencing/Siding Wood Stain in semi-transparent "natural cedar" or Olympic Deck/Fence/Siding Wood Stain semi-transparent "natural cedar". These products can be found at Home Depot or Lowes. Any other product must be submitted for approval by the ARB.

Doghouses

All doghouses must be approved by the ARB. Homeowners must submit all detailed plans including site layout, material type, color and landscaping plan. Emphasis will be placed on the consideration of views of the doghouse from adjacent properties and the street. Doghouses will be permitted only in the rear yard and must be completely fenced in. Doghouses must be located close to the house to provide minimum visual impact. Exterior colors must relate to the exterior of the house or be of neutral colors.

III. LANDSCAPING STANDARDS

Developing a Landscaping Plan

Homeowners are encouraged to develop a long-range (3-9 months) landscaping plan to be reviewed by the ARB. Many professional landscaping companies provide landscaping planning services for a reasonable fee. Professional assistance is encouraged to assist in reducing plant loss. The landscaping plan should be detailed and include such items as plant type, size, quantity, estimated time to complete project and the physical location of each plant. While many landscaping plans can be all encompassing, please limit change requests to work that can be completed in three months.

Lawns

All front lawns shall be Bermuda or Zoysia sod to ensure consistency in the Community. Side and rear yards may be either sod, or seeded with one of three types: Bermuda, Fescue, or Zoysia. Lawns shall be maintained in a neat and orderly condition by the homeowner, which shall include removal of leaves, broken limbs, dead trees and shrubs and other debris as necessary. The lawn must be regularly cut. Grass must not exceed 5" in height and be maintained with no noticeable weed problem. Each homeowner shall maintain all landscaping located on the lot on a regular basis. This shall include but not be limited to: routine mowing of grass, seeding, watering, removal/edging of grass runners from curbs, sidewalks, driveways and landscape beds.

Lawn Furnishings

All lawn furnishings and Structures including, but not limited to, bird baths, frog ponds, artificial plants, bird houses, rock gardens or similar types of accessories must be located in the rear of the yard only and require ARB approval.

Landscape Beds/Trees/Bushes

All new or expansion of existing islands or beds require a landscaping plan to be submitted for approval. No landscaping plan is required to plant existing islands or beds. Tree islands should be maintained regularly with fresh pine straw and edging.

Landscaping should relate to the existing terrain and natural features of the Lot, utilizing plant materials native to the Southeastern United States.

The preferred landscape bed edging is either a neat 4" - 6" deep trench or natural living plant life. Flowerbed and tree bed edgings or landscape borders made of concrete (sand or brick red color) may be installed to enhance the appearance of these beds. A sample or photo of proposed border and a landscape plan must be submitted for pre-approval. Flower/tree bed borders that are visible from the street must be one design style and color and must be continuous. Borders are to be confined to existing flowerbeds and tree beds only. Borders must be materials originally intended for use as flowerbed borders or edgings.

All plant beds in the front of the house will be covered with pine straw, natural chopped bark or mulch. Along the sides of the house and rear only, pea gravel may be used in lieu of the above natural materials in existing plant beds. When using pea gravel it must be pre-approved by the ARB and it must be contained within an approved border. Please note: Pea gravel may not be used in the front of the house. All other rocks, boulders, stones, bricks, plastic or wood blocks are not permitted to line or cover islands/beds that are visible from the street.

Weeds and dead plant material must be removed regularly. All trees, hedges and shrubbery also require routine pruning and trimming so as not to become unsightly and unkempt in nature.

Landscaping walls require ARB approval.

Removal of Trees

No tree with a diameter greater than 4" (measured 2' from the ground) may be removed without written permission from the ARB. The removal of live branches higher than 8' above the ground also requires ARB written approval. Tree removal area must be replaced with another tree of similar size or sod.

No trees shall be removed from any stream buffer or common areas.

Common Areas

Improvements made by a homeowner to a common area adjacent to that homeowner's property will be considered for approval by the ARB. A landscaping plan must first be submitted to the ARB for approval. The plan should be detailed and include such items as plant type, size, quantity, estimated time to complete project and the physical location of each plant. Improvements may include plantings only. That homeowner at his/her own expense must maintain any and all approved improvements made to a common area. No structures will be permitted. All other homeowners whose lots touch the proposed common area must approve the plan PRIOR to submission to the ARB.

IV. RECREATIONAL EQUIPMENT STANDARDS

Children Playsets/Bikes/Toys

Children's play equipment, playscapes, sports nets, etc. must be located directly behind the home where they will have minimum visual impact on adjacent properties and streets. All playcape equipment must be approved by the ARB. No metal swing sets will be permitted.

All children's bikes and toys shall be placed out of public view when not in use to have minimum impact on neighbors and adjacent properties.

Any permanent basketball goals must be approved by the ARB and must be located in the rear of the home where it will have minimal visual impact on the community. Mobile basketball goals are permitted and should be stored out of public view when not in use.

Pools/Spas/Whirlpools

Permanent aboveground pools of any type are not permitted.

All in-ground pools, spas or whirlpools must be approved by the ARB. Homeowners must submit a detailed plan including site layout, fencing and landscaping to obtain approval. Spas and whirlpools are permitted, but must fit naturally into the topography of the proposed Lot. The spa/whirlpool must also be located to provide minimum visual impact to the surrounding properties and streets. Pool enclosures are not permitted.

V. MISCELLANEOUS ITEMS

Flags/Flagpoles

Flags must be approved for location, size, mounting and aesthetic appeal. As a guideline, flags once approved by the ARB may be attached to the home or deck with professional mountings and must be maintained in new condition at all times. Stand-alone flagpoles are not permitted.

Common Areas/Signs

No temporary sign is permitted in any common ground area for a period greater than 24 hours and must be approved by the ARB prior to installation. Any permanent sign placed on common ground must be approved by the ARB.

