

BROOKSIDE ESTATES HOMEOWNER'S ASSOCIATION
PROCEDURES FOR CHANGES & IMPROVEMENTS

(please see Brookside Estates Homeowner's Association BY-LAWS for further clarification on the types of improvements allowed to your property)

1. Send in your informal request, for the type of improvement, to the Homeowner's Association by e-mail to: board@brooksideestates.org (example: I'd like to add a porch)

If this is the type of improvement that needs approval in order to proceed, an **Architectural Control Request form** will be sent back to you. *Written approval by the Homeowner's Association may be required to obtain your Lake County Building permit.* Contact the Association as far in advance as possible to allow adequate time for review.

2. Complete the request form and attach 1 electronic/soft copy of your plans including scaled drawings, materials to be used, plot plan, size/dimensions, and any other relevant information. Return all of these items to the Homeowner's Association's Secretary via email.

3. The request and plans will then be forwarded to the current Architectural Control Committee (ACC); made up of volunteer Estates Homeowners that the Association Board has appointed.

4. Within 7 days of the receipt of these documents, at least 1 member of the ACC will contact the Homeowner to review the proposed plans and/or arrange an on-site review.

5. The ACC has a maximum of 30 days to respond in writing with approval, denial, or to request additional information. Failure to respond will be considered as approval for the Homeowner to proceed.

If any plan revisions or ACC stipulations are required, an additional 30 calendar day period is allowed when all of these conditions are met and revised plans are submitted.

NOTE: The time limits may not apply if the ACC delay is caused by failure of the Homeowner to provide adequate and timely information.

Any denial shall describe the reason and the relevant section of the By-laws or Rules & Regulations in effect.

The Homeowner must obtain written approval from the ACC for any significant change to the approved plan or project. In the case of significant change, the process begins again.

Please review BEHOA's Solar Energy System policy for all relevant projects before contacting a contractor. Reach out to the ACC for any questions.

The complete Approved/Denied ACC request form will be sent back to the Homeowner, to be filed with home ownership records and Lake County. A copy will also be kept by the Brookside Estates Homeowner's Association.

BROOKSIDE ESTATE HOMEOWNER'S ASSOCIATION
ARCHITECTURAL IMPROVEMENT APPLICATION FORM

Complete this form, sign and submit it attach 1 electronic/soft copy of your plans including scaled drawings, materials to be used, plot plan, size or dimensions, and any other relevant information. Return all of these items to the Homeowner's Association's Secretary.

This form will be returned to you after the project has been Approved/Denied, to be filed with home ownership records and/or to be used to obtain your Lake County Building permit.

A copy will also be kept by the Brookside Estates Homeowner's Association.

Name:	Date:
Address:	
Telephone:	
E-mail:	
Nature of Improvement:	
Location relative to existing home on Lot:	
Construction Materials, Color, Grade, Elevation, etc.:	
Size/Dimensions:	

We, the undersigned, owners of this property, do hereby acknowledge that we understand the Brookside Estates Homeowner's Association By-laws and Rules & Regulations concerning this proposed improvement.

We agree to abide by the ruling set forth by the Association's Architectural Control Committee and will be solely liable for upkeep maintenance on this improvement.

Date:	
Signed:	

FOR ARCHITECTURAL CONTROL COMMITTEE USE ONLY:

Date Application, Payment & Plans Received:	Date APPROVED :	
	APPROVED By:	
Date of Initial Contact with Homeowner:		
Reasons DENIED:	Reasons APPROVED:	