



Architectural Control Committee (ACC)

Guidelines for Requesting and Making Home Improvements in Longbrooke

The Architectural Control Committee (ACC) reviews all requests for the installation and replacement of structures in our community. The goals of the ACC, as determined by our governing documents, are to ensure:

1. the high quality of workmanship and materials,
2. the harmony of external design with existing buildings and structures in the proposed locale, and
3. the appropriate location is determined with respect to topography and finish grade elevation.

The Homeowner shall provide the Architectural Trustee all plans and specifications for the project. These documents will be shared with each ACC committee member.

The ACC will review the information received and vote to recommend approval or denial of the project. Then, the Architectural Trustee will make a recommendation to the Board of Trustees based on the ACC's decision, including all documentation and pertinent details.

The Board of Trustees will determine whether the project is approved or denied. A letter signed by the Architectural Trustee will be sent indicating the decision. If the project is denied, the reason(s) and potential remedy will be indicated.

Approval of each request is required prior to receiving a permit from the City of Berea and before any work can begin.

Each project is unique; therefore, the committee must review homeowners' plans for structure improvement, installation, or replacement. Examples of projects requiring approval include, but are not limited to:

- Shed installation and replacement
- Patio addition or change
- Room addition or other change to the home
- Roof repair and replacement
- Swimming pool installation
- Driveway replacement or design change (must be concrete)
- Hot tub installation
- Installation of solar panel(s)
- Fence installation and replacement
- Any other exterior change, replacement, or addition

Things to keep in mind:

Sheds shall be similar in color and material to the main dwelling, located in the back yard, and within a fence or otherwise well-obscured.

Swimming pools should be done to the specifications of the manufacturer and contractor and be situated in a manner that does not interfere with neighbors. (NOTE: Above ground pools and swim spas are prohibited.)

Solar panels may be installed on the rear of the dwelling out of sight of the street and neighbors.

Fencing may be installed no higher than six feet from the ground level and must be wood or wood composite. Vinyl, chain, and metal fences are not permitted. Fences must be well maintained and repaired or replaced when leaning, rotting, etc.

Playground structures must be placed within the rear yard.

There shall be no temporary structures.

NO PROJECT WILL BE APPROVED UNLESS ALL DUES AND FEES ARE CURRENT.