**About Architectural Design Approval**

**What is Architectural Design Approval?** Any change, permanent or temporary, to the exterior appearance of one's property must be approved by BonBrook’s Architectural Committee (ARC).  Further, once a plan is approved it must be followed, or modification must be approved in accordance with the Declaration of Covenants and Restrictions.

This document is designed to address the process for exterior alterations made by homeowners to their property.    The Bonbrook HOA Bylaws state that all improvements, alterations, repairs, change of paint colors, additions of pools, excavations, changes in grade or other work which in any way alters the exterior of any home or lot shall be made or done only with the prior written approval of the ARC.  No building, residence or other structure, deck, patio, porch, fence, wall or landscaping in lieu thereof, shall be commenced, erected, maintained, improved, altered, made or done on such property without the prior written approval of the Architectural Review Committee.

Please note that any home improvements or alterations may also require city/county approval.  Please contact the City of Brentwood and/or Williamson County with specific requests and guidelines.

**Why Architectural Review?**  All residents benefit from the planning and design that have been an important part of the development of The Estates of BonBrook neighborhood.  The purpose of design controls is to assure residents that the standards and harmony of design quality will be maintained.  This, in turn, protects property values and enhances the community's overall environment.

Another important reason to maintain this control is to assure consistency and quality of maintenance, repairs, and unit modifications. Without association mandated requirements and rules, this control would be lost. Requiring adherence to uniformity standards does not mean that changes can't be made. Instead, the Bonbrook HOA has established standards and specifications that include durability, color, style, make and model so that all such changes are uniform.

**What is the Process?**   Each application is reviewed on an individual basis.   There are not any "automatic" approvals, unless provided for specifically in these guidelines.   For example, a homeowner who wishes to construct a deck identical to one already approved by the ARC is still required to submit an application.

The ARC evaluates all submissions on the individual merits of each application. The characteristics of the house type and the individual site are taken into account when evaluating the particular design proposal. This is done because what may be an acceptable design of an exterior in one instance may not be for another. For example, exterior changes to a home that borders the neighborhood’s common areas may be more noticeable and have more impact on the neighborhood than one that is not visible to the larger community.

All approval requests submitted will be reviewed in a timely manner.  A homeowner can expect a decision within 30 days of submittal of a complete application.

**How do I submit a request?**   An ARC Application is available for download on the Bonbrook HOA Website.  It contains detailed instructions and lists the documentation required for submission to the ARC.  An incomplete application will cause delays in approval, since the application must be returned to the homeowner for missing information before it can be submitted for a decision.  Much delay and frustration can be averted by making sure your application contains all required information before submitting it.

A few critical components that must be included with the ARC Application include:

Site Plan:  A site plan may be prepared by submitting a copy of ***your*** individual house location survey plat that is typically included with home settlement papers. Proposed changes should be indicated including dimensions and distances from adjacent property and houses.

Material and Color:  Samples of the materials and colors to be used and an indication of the existing colors and materials, or pictures of the materials and colors should be provided. In most cases, a statement that the proposed porch, for example, is to be painted to match existing house trim or major house color is sufficient.   Where materials and/or colors are compatible but different from those of the existing structures, samples or color chips should be submitted for clarity.

Drawings and Photographs:  A graphic description should be provided. A homeowner should not be intimidated by any shortcomings as draftsman or architectural illustrator since a graphic description may be in the form of manufacturer's literature or photographs as well as freehand or mechanical drawings. The amount of detail should be consistent with the complexity of the proposal (for example, home additions would require professional renderings). Relationships of major architectural features such as existing and proposed roof lines, window sizes and alignment, building heights, roof slopes, etc., should be shown as they affect the applicant's house, and in the case of attached houses, as they relate to adjacent houses.  In any case, the sketch or photograph should be accompanied by a written description.

**Fences:** The City of Brentwood requires a permit for fencing to ensure the fence will not be problematic within their easements. Electric pet fences should be set inside the minimum set back line of the property to allow 5-10 feet right away for pedestrians and vehicles. It is the responsibility of the homeowner to be familiar with the location of the City easements surrounding their property.

 **A note about exterior holiday lighting and decorations:**  No application or Architectural Review Committee approval is necessary for seasonal, decorative lighting and decorations.  All Decorations and exterior lighting will not be displayed more than four (4) weeks prior to the holiday event and must be taken down and removed from all structures and property within two (2) weeks after the event.  Permanent structures are not permitted.

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