

BILLINGSLY SQUARE CONDOMINIUMS

Approved Exterior Signage Guidelines

To maintain a consistent and attractive appearance throughout Billingsly Square, all exterior signage must comply with the guidelines below and receive ARC approval before installation.

Approved Sign Types

- Rectangular or routed (custom shape)
- Printed image signage
- Mounted directly to brick using screws, or
- Hung from an existing bracket (only if one is already installed)

Hanging Sign Requirements

Hanging signage is allowed only when an existing bracket is already in place.

- If you already have a hanging bracket, a sign can be fabricated to fit your bracket.
- New hanging arms/brackets cannot be provided or installed.

Material Options for Hanging Signs

Option 1: Printed Sign Material (Standard)

- Same material used for signs screwed into brick
- Cost-effective
- Clean and professional appearance

Option 2: 3D Routed HDU Sign (Premium)

- Thick routed HDU (High Density Urethane)
- Raised (3D) lettering
- Significantly higher cost

Installation Notes

- Signs mounted to brick must be screwed into the brick surface
- Hanging signs must use an existing bracket only
- Any signage installed outside of these guidelines may be subject to removal

ARC Approval Required

No signage may be installed until approval is received from the Billingsly Square Condominium Board of Directors through Westwood Management.

Submit the attached ARC application form along with:

- A description of the proposed sign
- Dimensions
- Materials
- Photo/mockup or design proof
- Location on the building

Required Vendor

To ensure consistency with Billingsly Square's approved signage standards, all owners must coordinate sign fabrication through The Sign Center at (615) 377-0148.

Questions / Submissions

Melissa – Westwood Management
melissa@wmco.net
109 International Drive, Suite 220, Franklin, TN 37067
615-794-1411



Billingsly Square Condominium Association
Architectural Improvement - Application and Review Form

When completed, this form is to be returned to
Westwood Management,
109 International Drive, Suite 220, Franklin TN 37067
Email: melissa@wmco.net
615-794-1411

The improvement is **not to be started** until approval is received from the Billingsly Square Condominium Board of Directors by way of Westwood Management.

Date of submittal: _____

Owner's Name (not tenant): _____

Unit Address: _____

Email: _____ Phone/Cell: _____

Projected Start Date: _____ Projected Completion Date: _____

Project Description/Nature: _____

Color (if applicable): _____

Location on Property: _____

Project Dimensions: _____

Construction Materials to be used: _____

Work completed by: _____

Contractor: _____

Plans and specifications showing the nature, kind, shape, dimensions, materials, and location on the property of the improvement/s are to be attached to this application.

If approved, I agree to build in accordance with this application and the attached plan(s) and specifications. I agree to maintain this and any other improvements at my expense.

Owner Signature: _____ Date: _____

Billingsly Square Condominium Association

Board of Directors Use Only

Date Received: _____ Inspected/Reviewed on: _____

Approved: _____ Denied: _____ Date: _____

Copy Submitted to Westwood: _____ Date: _____

Comments: _____
