

BROOKSHIRE HOA

ARCHITECTURAL CONTROL – LANDSCAPE MODIFICATION FORM

NAME _____ PHONE _____

ADDRESS _____ EMAIL _____

DATE SUBMITTED (mm/dd/yy) / / START DATE / / COMPLETION DATE / /

MODIFICATION(S) REQUESTED

Upon receipt of all required information, the Architectural Review Committee and the HOA Board have 30 days to return a written response to you. Any work completed prior to obtaining approval may be reversed at the expense of the homeowner if necessary and determined by the HOA board. Start and completion dates can be estimates only. If this request is not completed within 90 days of the mail date of your approval letter from Community Management Associates, your modification may be revoked and considered unapproved. You may appeal for additional time if necessary; this must be done so before the 90 days have expired and requested by mail to Homeside Properties.

MODIFICATION(S) DESCRIPTION (attach additional information if necessary)

Attach the following

- Property plat, or final survey, showing work with dimensions drawn to scale for the following:
 - Hardscape (patio, beds, curbing, walls)
 - Fences
 - Decks & Gazebos (including elevation drawings)
 - Patio, firepits, playsets, pools
- Description of work
- Contractor estimate
- Tree removal city permits
 - Resident is responsible for any permitting.
 - You may not remove trees or modify the landscape in any Army Corps of Engineers property adjacent to yours.

DESCRIPTION OF WORK (ATTACH ADDITIONAL PAGES IF MORE ROOM IS NEEDED)

RETURN FORM TO

Modifications@allinonemgmt.com

Or upload to

<https://office.smartwebs.com/Arc/SWForms/index.cshtml#/forms/f0942f85-2fd3-ed11-812c-000c2903e046>

Or dropoff at

Front clubhouse mailbox.

ARCHITECTURAL CONTROL ACTION

Date Received _____ () in person () mail () email () Fax () portal

Date Reviewed _____ Date responded _____

Reviewer(s) _____ () Approved () Disapproved* () Conditional Approval*

*Requires explanation

RETAIN COPY OF APPROVAL FORM, LETTER AND ATTACHMENTS FOR YOUR FILES | v.3 updated 4 April 2023

Appendix

Lawn and Yard standards and maintenance guidelines.

RESIDENTIAL YARD STANDARDS AND MAINTENANCE GUIDELINES

Per the Brookshire Homeowners Association Covenants, Conditions, and Restrictions, ARTICLE VIII, MAINTENANCE OF LOTS AND LANDSCAPING, Section 1 states “Each Owner shall be obligated to keep and maintain all portions of his Lot and the portion of the right-of-way on which his Lot is located lying between his Lot and the pavement of the road within such right-of-way in a neat, sanitary, and attractive condition which is satisfactory to the Board of Directors.”

****For full text, refer to Covenants, Conditions, and Restrictions of the Brookshire Homeowners Association Inc Article VIII, MAINTENANCE OF LOTS AND LANDSCAPING****

“**Design Guidelines**” shall mean and refer to standards, restrictions or specifications for Brookshire residents that are published from time to time by the Board of Directors. These guidelines shall establish standards for the construction, placement, location, alteration, maintenance or design of any improvements to the Property.

The following residential yard maintenance standards and guidelines are set to assist the Brookshire Homeowners Association and its members in maintaining their front yard property in an attractive manner, as required by the CCRs. The guidelines are used to provide assistance to members of the Brookshire and enforcers of the CCRs suggestions and direction for front yard maintenance items.

YARD MAINTENANCE AND DESIGN GUIDELINES

- A. Removing all litter, trash, dead vegetation, and waste Design Guidelines:
 - 1. Obvious trash, garbage and debris, unused construction materials, brush, yard trimmings, discarded items, items that are broken or beyond repair
 - 2. Pots that are empty, cracked, contain dead plants
 - 3. Leaves should be removed from the lawn during the Fall season to maintain a clean lawn.
- B. Lawn mowing and edging frequency Design Guidelines:
 - 1. Lawn to be mowed on a weekly basis during the growing season (April-September)
 - 2. Lawn should always remain edged throughout the entire year. Bedding areas should have a defined border identifying where the grass ends and bedding area begins.
 - 3. Lawn should always be free of weeds and a preventative weed treatment program should be established.
 - 4. Maximum grass height for developed properties—6”
- C. Tree and Shrub pruning Design Guidelines:
 - 1. Shrubs against foundations shall be pruned to allow visibility of the first-floor windows; the ideal is visibility of at least 2/3 of the front window surface.
 - 2. Dead wood and branches in shrubs and trees should be removed.
 - 3. Tree canopies located along the sidewalks should be lifted to a height that pedestrians can walk underneath.
- D. Keeping lawn and garden areas alive, free of weeds, and attractive Design Guidelines:
 - 1. Areas that are required to be landscaped are front yards, side yards, backyards, and adjacent to building foundations. Yards that are missing turf, foundation shrubs, and required trees should replace such to be in compliance. Permanent turf is required.
 - 2. Ground Cover should be applied to bedding areas and there should be no dirt exposed. Moss should be removed, and approved ground cover should be installed. There should be a defined border for APPROVED GROUND COVER: Pine straw, Black Mulch, Brown Mulch, Red Mulch, Landscaping Stones/Rocks, and Pine Bark.

3. Potted plants may not be used as foundation screening or utility box screening.
 4. Bare spots in turf should be replaced. If caused by Tree shading, the canopy should be pruned to allow for adequate sun, removal/replacement of the tree, or a more shade tolerant grass installed. If a tree is removed the stump shall be grinded and the area sodded to match the existing lawn. All Tree removal requests should be submitted to the Architectural Committee prior unless it is deemed an immediate threat to person or property.
 5. Keeping front yards attractive is often a subjective standard. In order to comply with neighborhood standards front yards should appear neat, uncluttered and maintained. Owners are encouraged to move statuary, unused or excessive pots, and personal items to the back yard.
 6. Owners with excessive numbers of pots, objects, and yard art that visually obstruct the permanent landscape and/or attempt to substitute for permanent landscaping shall be subject to plan submission and review by the Architectural Control Committee.
- E. Maintain exterior lighting facilities in working order Design Guidelines:
1. All exterior lighting should be in working condition and fixtures should be repaired in a timely manner.
- F. Maintain driveways in good repair Design Guidelines:
1. Driveways should be cleaned to remove mold, mildew, and excessive stains.
- G. Repair of exterior damages to improvements Design Guidelines:
1. Exteriors of all structures should be clean and free of mold and mildew.
 2. Wood, and siding surfaces should be cleaned and painted to replace chipping, peeling and faded paint. A change of paint colors requires approval from the Architectural Control Committee.
 3. Fences should be in good condition and missing railings should be matched and replaced. If you are replacing your side and rear fence with the same fence, ACC approval is not required. If the fence shares a boundary line with a common area, please check the fence guidelines and submit your proposed fence for review. Changes in type or height of fence requires written approval from the Architectural Control Committee.
 4. Window shutters must be in good condition and not warped, buckled, torn, or deteriorated. Replacement shutters if unable to match existing must be reviewed by the Architectural Control Committee.