

# BRENTWOOD ESTATES HOMEOWNERS ASSOCIATION, INC. - REQUEST FOR MODIFICATION REVIEW

**THIS APPROVAL MAY TAKE UP TO 30 DAYS FOR APPROVAL AFTER ALL REQUIRED INFORMATION IS RECEIVED**

Name	Date
Address	Lot and Phase
City, State Zip	Phone Number
Email(s)	

Please provide the Architectural Control Committee with all information necessary to evaluate the request thoroughly and quickly. Requests must include, without limitation, the following information: site plan (including all dimensions), color chips (if applicable), detailed description of request, list of materials, pictures (if applicable), and any other information as specifically required below or as required by the Design Guidelines approved for the community. Modifications without approval from the Committee are a violation of the Covenants and may result in fine and legal action by the Association.

Description of Modification Requested

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Estimated Start Date

Estimated Completion Date

Adjacent homeowners MUST acknowledge the proposed requested change. This acknowledgement will be used in determining outcome but will not be binding upon the Review Committee. This section must be completed, or stated that no home exists at the time, or after a reasonable effort to obtain the signatures has been completed unable to obtain them.

Lot	Signature	In favor of <input type="checkbox"/>	Not in favor of <input type="checkbox"/>
Lot	Signature	In favor of <input type="checkbox"/>	Not in favor of <input type="checkbox"/>
Lot	Signature	In favor of <input type="checkbox"/>	Not in favor of <input type="checkbox"/>

Under each of the most common categories below, all the items listed must be submitted. Please refer to the Covenants for other necessary information required for modifications such as detached structures, outdoor play equipment, pools, etc. **Incomplete requests will be disapproved.**

**LANDSCAPING, including gardens, landscape blinds, landscape edging**

- Asbuilt/HLP/Lot Plat/Survey  
*\*Identify location of landscaping modification*
- Description: \_\_\_\_\_
- Photo(s) of the requested location(s) to be modified
- Plan denoting hardscape/plant materials, location and quantities

**EXTERIOR LIGHTING, including exterior and landscape lighting**

- Description: \_\_\_\_\_
- Number of lights: \_\_\_\_\_
- Photo(s) of the requested location(s) of the lighting
- Photo of the lighting

**EXTERIOR DECORATIVE OBJECTS, including planters, statuaries**

- Description: \_\_\_\_\_
- Photo(s) of the requested location(s) of the object(s)
- Photo(s) of the object(s)

**FENCING, including fenced blinds**

- Fencing must conform to the standards stated in the Design Guidelines
- Fence type: \_\_\_\_\_
- Height and maximum width of spans: \_\_\_\_\_
- Color/stain: \_\_\_\_\_
- Fence beams must be inside facing (*interior*), not visible to streets or lots
- Asbuilt/HLP/Lot Plat/Survey  
*\*Identify location of fencing and existing neighboring fencing*
- Permit (*if applicable*)
- Materials: \_\_\_\_\_
- All nails, screws or fasteners shall be aluminum or hot-dipped galvanized
- All posts shall be anchored in concrete; ground clearance must be 2 inches

**DRIVEWAY, PATIO or WALKWAY**

- Asbuilt/HLP/Lot Plat/Survey  
*\*Identify location of driveway/patio/walkway modification*
- Photo(s) of the requested location(s) to be modified
- Materials: \_\_\_\_\_

**PLAY EQUIPMENT, including basketball goals**

- Asbuilt/HLP/Lot Plat/Survey  
*\*Identify location of play equipment modification*
- Location must have minimum visual impact
- Photo example of modification, requested location
- Materials used should match existing materials of home

**PRIVATE SWIMMING POOL, including hot tubs**

- Asbuilt/HLP/Lot Plat/Survey  
*\*Identify location of pool, pool deck and pool equipment*
- Pool type: \_\_\_\_\_
- Dimensions (maximum size 1,000 sq ft): \_\_\_\_\_
- Color (must be white or blue): \_\_\_\_\_
- Lighting (if any): \_\_\_\_\_
- Permit
- All pool related landscaping modifications must meet requirements of the Landscaping category

**DECK or PORCH, including screened porches**

- Asbuilt/HLP/Lot Plat/Survey  
*\*Identify location of deck/porch modification*
- Photo of the location of the deck/porch
- Design rendering or scope of work
- Dimensions: \_\_\_\_\_
- Color must be clear or stained to match existing color scheme
- Color code: \_\_\_\_\_
- Materials must be Cedar, Cypress or No. 2 grade or better PT-wood
- Permit

**STORM DOORS and WINDOWS**

- Description and photo example of the storm door/windows including color
- Color must be compatible with existing primary and trim colors
- Photo(s) of the requested location(s) to be modified

**EXTERIOR BUILDING ALTERATIONS, including painting and roofing**

- Colors/Materials to be used that are different than those existing
- Paint Brand, color name(s) and color code(s)
- Photos of your home and the homes on either side and those facing  
*(in most cases adjacent/facing homes cannot be painted the same)*
- Permit (if applicable)

**BUILDING ADDITIONS**

- Asbuilt/HLP/Lot Plat/Survey  
*\*Identify location of building addition*
- Photo(s) of the requested location(s) to be modified
- Photo(s) from the location of the area to be modified of adjacent lots
- Scope of work from contractor
- Size, color, and detailed architectural drawing of addition
- Exterior materials used must match existing exterior materials of home
- Permit

PLEASE READ CAREFULLY AND SIGN:

I understand that until I receive written approval by the Review Committee on my request that no work is to begin. I understand and warrant that these changes shall be made in conformance with the Design Guidelines. I understand that I am responsible for complying with all city and county rules and regulations. If the city/county needs to remove, relocate any fencing, structure, etc., all costs associated with this will be at my expense. This request is compliant with the Declaration of Protective Covenants, Conditions, Restrictions and Easements.

Neither Community Management Associates, the Declarant, the Association Board of Directors, the Association Review Committee, or the Association Covenants Committee, or their respective members, Secretary, successors, assigns, agents, representatives or employees, are liable for damages or otherwise to anyone requesting approval of any architectural alteration by reason of mistake in judgement, negligence or non-feasance, arising out of any action with respect to any submission. I hereby release and covenant not to sue all the foregoing from/for any claims or damages regarding this request or the approval or denial thereof.

Owner Signature \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE RETURN COMPLETED FORM WITH SUPPORTING DOCUMENTS VIA EMAIL TO  
MBALLARD@CMACOMMUNITIES.COM**

<b>ARCHITECTURAL CONTROL COMMITTEE USE</b>		<input type="checkbox"/> Approved <input type="checkbox"/> Approval stipulations <input type="checkbox"/> Not approved
Date Received _____	Reviewed by _____	
Approval stipulations or comments _____ _____ _____		