

Northbrooke HOA
HOA Community Rules & Regulations
ARC Application for Exterior Modifications
Enforcement and Penalties

Community Covenants: Article 7, Use Restrictions and Rules

The Board of Directors may, from time to time, without a vote of the members, promulgate, modify or delete rules and regulations applicable to the Community. Such rules and regulations shall be distributed to all Owners and Occupants until and unless overruled, canceled or modified by a majority of the Total Association Vote.

1. **Exterior Appearance:** Homes must be kept neat, clean and well-maintained.
 - a. No peeling or faded paint.
 - b. No damaged roofs or missing shingles.
 - c. Roof replacements require ARC approval.
 - d. Painting home or anything part of a home: Requires ARC approval.
 - e. No missing shutters.
 - f. No missing stone or brick on home. Must use exact match if replacing stone or brick.
 - g. Mold must be removed from exterior walls, doors, windows and driveway.
 - h. Address Numbers on House must be silver or black.
 - i. Fences must be upright and not leaning. Fence boards must all be in good condition, no missing fence boards or repairs needed. Fence gates must be closed when not in use. No metal fences will be approved. (See all fence rules/guidelines on the owner portal.)
 - j. Storm doors – must be full size glass, no screens.
 - k. Window boxes, fans and A/C units and wood piles are not allowed.
 - l. A backyard Trellis and Awnings/Pergolas require ARC approval.
 - m. Satellite dishes are not to be easily visible from the street.
2. **Landscaping:** In their current location, flowers can be changed, and mulch or pine straw re-installed without ARC approval.
 - a. A new landscape design requires ARC approval.
 - b. Large rock(s) on front lawn requires ARC approval.
 - c. Tree removal or installation requires ARC approval.
 - d. No artificial flowers, (wreaths excluded).
3. **Outdoor Decorations:**
 - a. Limit potted plants to three (pots must not be empty). Must be located on porch or near the garage.
 - b. Lighting on trees is not allowed unless it is within 15 days of the holidays listed in #3a, below
 - c. No plastic flower pots
 - d. No flags except the American Flag (max. 3x5: mounted pole on garage or deck)
 - e. Signs and plaques on home are not allowed. *Political signs are allowed: one week for local race and one month for national race.
 - f. For Sale or For Rent signs allowed in front of home.
 - g. No Statuaries

4. **Holiday Decorations:** Seasonal decorations are permitted within the timeframe specified below:
 - a. Christmas, Hanukkah and Halloween decorations are permitted to be installed up to 30 days prior to the holiday and must be removed within 15 days after the holiday.
 - b. New Year's, Valentine's Day, Memorial Day, Independence Day and Thanksgiving decorations are permitted to be installed up to 15 days prior to the holiday and must be removed within 10 days after the holiday.
 - c. Graduation signs are permitted but should be removed within 30 days of installation.
5. **Trash & Recycling:** Trash bins must be placed out of sight.
 - a. Trash bins must not be placed on the curb any earlier than 24 hours prior to the pick-up day.
 - b. Trash bins must be removed from the curb and placed out of sight no less than 24 hours after pick-up.
 - c. Trash can screening requires ARC approval.
 - d. If you will not be able to adhere to the trash rules above, (e.g., out of town or physically impaired whether permanently or temporarily) please ask a neighbor or friend to assist you. Otherwise, please send an email to: info@accessmgt.com to advise you will not be able to take care of your bin that day.
6. **Recreation Equipment:**
 - a. Permanent Basketball goals require ARC approval.
 - b. Portable Basketball goals cannot be left in view overnight.
 - c. All other recreational equipment must be stored out of sight when not in use.
 - d. Swing sets must be wood, placed in a backyard and require ARC approval.
7. **Parking and Vehicles:** Vehicles include motor homes, boats, trailers, motorcycles, minibikes, scooters, go-carts, campers, buses, cans and automobiles.
 - a. **Street Parking:** Vehicles should be parked only in appropriate parking spaces serving the Lot or at the pool. Visitors excluded; must park parallel to curb.
 - b. **Commercial Vehicles:** Not allowed. Wrapped street vehicles excluded.
 - c. **Trucks with mounted campers:** Used as primary transportation on a regular basis are allowed if the camper is stored out of public view.
 - d. **Golf Carts:** Must be parked out of sight.
 - e. **Garage Use:** Garages must be used for parking, not just storage.
 - f. **Garage Doors:** Must remain closed when not in use to help prevent potential security risks or criminal activity.
8. **Pets:**
 - a. **Leash Laws:** All pets must be leashed at all times while outside.
 - b. **Waste Cleanup:** Pet owners must clean up after their pets immediately.
 - c. **Barking Dogs:** If a dog is left outside most days and barking excessively, (10 minutes or more), you are encouraged to contact the local authorities. You may also report the issue by emailing info@accessmgt.com. You must include the address where the dog is located along with the date and time of the disturbance.
9. **Noise and Disturbance:**

Owners, tenants, and guests shall exercise consideration in maintaining reasonable noise levels so as not to disturb the peace or comfort of others within the community. Excessive noise, whether from music, social gatherings, pets, or other activities, is prohibited.

Noise and Disturbance continued:

Likewise, vehicles, including motorcycles and other motorized vehicles, must be operated in a manner that does not create unnecessary or excessive noise. Compliance with this provision ensures the quiet enjoyment of all homes within the Association.

10. Tree Removal: Requirements to submit an ARC Application for a Tree Removal:

- ✓ Complete an ARC Application
- ✓ A Certified Arborist must complete the Certified Arborist Form. Please include this form when you email your ARC Application.
- ✓ Replace the tree with a similar tree. Please state on the ARC Application, in the Modification(s) Description section:
 - The type of tree
 - The size of the tree
 - Your requested location to plant the tree
 - When the tree will be planted

Tree conditions to request an ARC Application:

- ✓ Diseased or Insect Infestation leading to tree decline and death
- ✓ Lightning strike damage leading to tree decline and death
- ✓ Tree roots causing underground plumbing issues or cement breakage
- ✓ Tree is structurally unsound or leaning dangerously toward property

Conditions when you should NOT send an ARC Tree Application:

- Excessive leaf clean up
- Excessive flower petals clean up
- Grass cannot grow
- Causes too much shade
- It's killing my grass
- Tree is encroaching on structures

Community Covenants: Article 6, Architectural Standards

ANY exterior modification, including additions to your HOME or your LOT, requires approval from the Architectural Review Committee, (ARC).

All questions should be emailed to: info@accessmgt.com

The Modification Application (ARC Application):

- a. The ARC Application can be found by going to the Access Management portal: www.portal.accessmgt.com. Then select "Documents" on the menu to the left, then scroll down and select "Forms", then "ARC Form."
- b. If you do not have all required attachments such as applicable pictures, drawings, property site plan, color sample and color name, please wait until you have everything prior to emailing your application.
- c. ARC Applications must be emailed at least 30 days prior to the start of any exterior work.
- d. You must use a separate ARC Application if you have multiple modifications. Ex. Paint your home & remove a tree requires two separate ARC applications.

Uniform Aesthetics: All changes must align with the community’s design standards and overall aesthetic. While there is no official *Northbrooke* paint chart, homeowners should choose exterior colors that are consistent with the existing palette seen throughout the neighborhood.

Approvals: The ARC Committee shall be the sole arbiter of the ARC Application/plans and may withhold approval for any reason, including, without limitation, purely aesthetic considerations. Section 6.2 in the Covenants.

Amend: The ARC Committee shall have sole and full authority to prepare and amend, from time to time at its sole discretion and without notice, the Architectural Guidelines. Section 6.2 in the Covenants.

Enforcement and Penalties

Violation	Action	Deadline	Next Step if not rectified
First Notice	Courtesy Notice	25 days from date on notice to rectify violation	One-time fine \$25.00
Second Notice	One-time fine \$25.00	25 days from date on notice to rectify violation	Daily fine of \$25.00 until photo(s) of correction is emailed to: info@accessmgt.com
Third Notice	Daily fine of \$25.00 until photo(s) of correction is emailed to: info@accessmgt.com	25 days from date on notice to rectify violation	Daily fine of \$25.00 until photo(s) of correction is emailed to: info@accessmgt.com

FINING EXCEPTIONS:

1. If you cut down a Tree on your Lot without ARC approval:

- You will immediately be **fined \$1,000.**
- Required to replace the tree with a similar tree by completing an ARC Application within seven days of your Violation notice date. You must also advise where the new tree will be planted.

2. Painting your home without ARC approval:

- You will immediately be **fined \$1,000.**
- Within seven days of the Violation notice date. Your home must be painted back to the original color to avoid a **\$100 fine** each day it goes unpainted.
- Complete an ARC Application including new paint colors.

3. All other modifications without ARC Approval:

- You will be immediately **fined \$50.** AND for each day the work continues without approval, the **fine** is **\$100. per day.**

4. Parking Violation:

- You must correct the parking violation immediately.
- If the violation occurs again within a year of the first violation date, you will be **fined \$50.**
- If the violation occurs a 3rd time or more within a year of the first violation date, you will be **fined \$250.**

Hearings and Appeals: Homeowners may request a hearing within 10 days of the date on the Compliance notice before fines or penalties are finalized. Section 6.6 in the Covenants.