

APPEALS

In the event that an application is denied, the member has 30 days from the date of the ARB action to file a written appeal. Written appeals shall be sent to the BCA office. Upon receipt of the appeal, the case will be added to the agenda for the next regularly scheduled ARB meeting. If the ARB denies the appeal, a final appeal may be made to the BCA Board of Directors. The member (applicant) must notify the Community Manager in writing within 30 days of the subsequent ARB action. The Community Manager will place the appeal on the agenda of the next regularly scheduled board meeting. Failure to follow this procedure will result in the ARB decision being final. There are no further appeals after the Board of Directors issues a decision, unless the member wishes to pursue the matter in court.

PROPERTY RECORDS

Every residential lot in Brandermill has an architectural file containing information that pertains to that specific property. Typically, the house plans, survey and originally approved colors can be found in the files. Files are available to the membership for review at the BCA offices during regular business hours.



Property Management Staff

Al Raimo

Director of Property Management

alraimo@brandermill.com

744-1035 ext 1001

Suzie Popielec

Senior Property Management Specialist

suziepopielec@brandermill.com

744-1035 ext. 2000

Lloyd Johnson

Property Management Specialist

ljohnson@brandermill.com

744-1035 ext. 2002

Gail Fenske

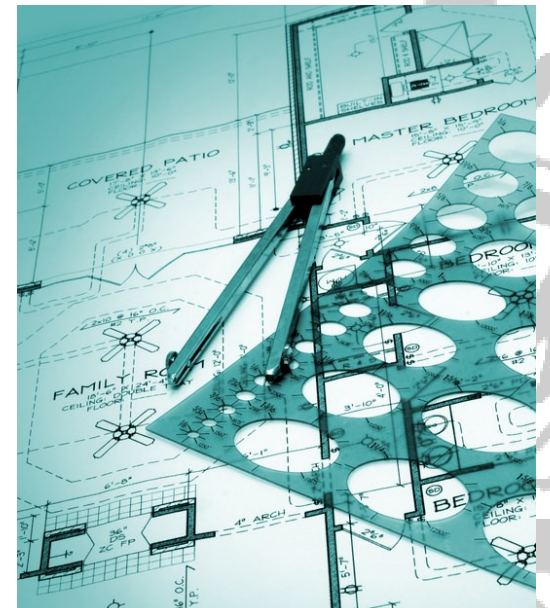
Property Management Specialist, ARB Liaison

gailfenske@brandermill.com

744-1035 ext. 2003

**PROPERTY
MANAGEMENT**

ARCHITECTURAL REVIEW



ARCHITECTURAL REVIEW

Article VII of the Brandermill Declaration of Covenants and Restrictions provides for architectural review of all residential and commercial properties within Brandermill. The purpose of the review process is to regulate structures and control improvements with the goal of enhancing the overall value of properties in Brandermill. Compliance with the review process is a condition of property ownership.

BRANDERMILL COVENANTS

Part I, paragraph 1

"No building, fence or other structure shall be erected, placed or altered until the proposed building plans, specifications, exterior color or finish, plot plan, landscape plan, and construction schedule have been approved. No alteration in the exterior appearance of any building or structure shall be made without like approval."

Architectural standards and a review board were established by the developer of Brandermill in 1974. The standards have been revised a number of times since then for the purpose of preserving the unique characteristics of each individual neighborhood. Copies of the Residential Design Standards are available at the BCA office and on the www.brandermill.com.

The Architectural Review Board (ARB) includes professionals in the fields of architecture, engineering, contracting, real estate, landscaping, and law. The ARB has an architectural consultant to call upon when necessary.

REVIEW PROCESS

The first step in the review process is to submit an application for architectural review. Applications are available at the BCA office during normal business hours and on the BCA website.

Association staff will review each application to insure completeness. Staff, along with an ARB member, will visit each property prior to the regular ARB meeting and will make a recommendation on each application. All applications are responded to in writing. Please allow up to 10 days after the meeting to receive your response. BCA policy prohibits verbal responses.

BCA staff will re-inspect the property six (6) months after approval to insure the changes requested have been accomplished in accordance with the ARB decision.

The full Architectural Review Board convenes on the second and fourth Tuesday of each month at 3:30 p.m. at the BCA office to review requests. Meetings are open to Brandermill residents. Applications must be submitted no later than close of business the Monday eight (8) days preceding the scheduled meeting.

The ARB reviews most applications without a personal presentation by the applicants. It is therefore crucial that sufficient and accurate information be provided in writing.

APPLICATIONS

All applications are available on the BCA website. Click on "Residents" tab, then "Documents & Information."

New Home Application - for plan review regarding the construction of a new house.

Stakeout Application - for site review regarding the proposed location of a new house.

Certificate of Compliance - for final inspection of completed new construction. A certificate is issued to certify that the house was built according to plans submitted and the improved property is in compliance with covenants.

Home Improvement Application - for review of additions, accessory buildings, all exterior alterations including, but not limited to, windows, awnings, water features, pools, hot tubs and driveway changes.

Exterior Color and/or Roof Application - for review of exterior colors or finishes and/or roof replacement selected by the owner. This application is not required if the owner repaints the house or replaces the roof in the same color scheme—provided that color/roof has been previously approved.

Fence, Landscaping & Exterior Lighting - for review regarding the design and location of a fence in accordance with the fence criteria set forth in the Residential Design Standards, as well as major landscape projects and all exterior lighting changes.

Exterior Vinyl Siding Application - for review of vinyl siding selected by a homeowner.