



A Deed Restricted Community

Brookstone Design Committee Procedures

1. Before beginning any project that will in any way alter or change the exterior appearance of the property from its theretofore natural or improved state, including without limitation, construction, landscaping, excavation, tree removal, deck or fence construction, colors of paint, stain, roofing shingles or any other finishing materials, the resident should contact any member of the Brookstone Design Committee, (BDC) for an Approval of Plans Request Form (APRF).
2. Once completed, the APRF can be delivered in duplicate to any member of the BDC along with any needed documentation, sketches, samples, etc.
3. You can expect to receive confirmation of receipt of your application within seven days. The date of the meeting at which your plans will be considered will be noted on the confirmation.
4. Within seven (7) days of the BDC meeting date, or thirty (30) days of the date your application was received, whichever comes sooner, you will receive either a letter of approval along with a Project Permit tag, or a letter of denial detailing the shortcomings of your proposed project. Pursuant to the provisions of Article XI, Section 3. of the Deed Restrictions, your project is automatically approved if the BDC has not specifically approved or denied the application within thirty (30) days after the APRF was received by a member of the committee.
5. Once your approved project has been completed, you should again notify any member of the BDC for final approval of the project.

Brookstone Design Committee Members

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