



Architectural Review Process and Standards

Dear Brookhaven Homeowners,

The Board would like to provide all homeowners with information regarding the process, timeline, and information needed when submitting a request for exterior changes to the architectural review committee for approval (ARC). In addition, the submitting of an “ARC” is often used to refer to the architectural documents submitted. **Please be sure to follow this process before starting an exterior change to prevent hearings and potential fines.**

An ARC request must be submitted and receive written approval **prior** to making almost all exterior changes to your home, landscaping or Lot. All ARCs are submitted for review via the community website (<https://cusick.cincwebaxis.com>) and are reviewed by the architectural review committee, made up of members who live in your community. The committee is responsible for ensuring the proposed changes submitted by each homeowner align with the architectural standards, as outlined in the community’s Declaration of Covenants, Conditions, and Restrictions for Brookhaven Citizens Assembly (often just called the “Declaration” or “CCRs”) and the Neighborhood Living Standards (NLS).

When submitting an ARC, please ensure the necessary items are included in order for the committee to review and provide a response.

All ARC submissions **must** include detailed plans and specifications to help the ARC understand what the change will look like, what it is made out of, etc. At a minimum, all plans and specifications must include:

- Drawings or renderings of the proposed changes
- Representation of proposed improvement on a map, survey, drawing or picture of the lot (this helps the ARC to understand location and proximity to other things on the Lot)
- Type of materials being used (some changes, like fences, require specific materials)
- Pictures (often the best way to clearly communicate what the change will look like)
- Colors (accurate samples or examples)
- Any additional information that will help the Committee reach a decision—the ARC reserves the right to request additional documents, plans, or information to help make a decision

If all information is not provided in the original submission, the application will be denied with a request to supply the missing information. The homeowner will be responsible for submitting the missing information in order for the community to review the request and provide a decision. It is crucial that a complete set of plans and specifications is submitted.

Timeline

Once your application has been submitted to the community website, it is sent to the ARC for consideration. The ARC has 60 days to either approve or deny the application. If enough information is not provided in the original submission, the Committee will deny the application and ask that missing information be submitted. The homeowner must then submit the missing information to the ARC. The ARC then has another 60 days to provide a response to the homeowner.



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Enforcement

Homeowners found in violation of the CCRs and/or the Neighborhood Living Standards may be required to remove the unapproved change and restore the Lot to the prior condition. Unapproved changes may also subject the homeowner and Lot to fines.

For additional information and community guidelines, please visit <https://cusick.cincwebaxis.com> to review the CCRs and the Neighborhood Living Standards.

For help submitting an ARC request, please email Cusick Community Management at communitysupport@cusickcompany.com.