

REVISED SIGNAGE POLICY IN BROOKWOOD

The Architectural Review Guidelines recite the rules as they pertain to signs in the neighborhood. The Board has recently amended these rules to be:

4.13 Signs: No sign shall be permitted on any lot at any time other than specified below. In addition no sign shall be placed in any common area or any lot belonging to another or any agency utility right of way (easement), nor any street light, lamp post, street sign, street sign post or any area outside of the property boundaries of a non association owned lot. Any signs found to be in these areas will be promptly removed and turned into the community manager.

Exception to this policy is made for the following:

1. **For sale signage** – either one or two for sale signs are allowed based on layout of the lot (under no circumstances are more than two for sale signs allowed on a lot).
 - a. For those properties that have property lines that face only one road, only one for sale sign is allowed.
 - b. For those properties that have property lines that face two streets, two for sale signs are permitted as long as they are placed according to the following (
 - 1). one sign to the front, one sign to the side of the home
 - 2). one sign to the front, one sign to the rear
 - 3). one sign to the rear, one sign to the side (right or left)

Front of the home is defined as the side of the home that includes the main entrance of the home and faces the street for which the street address of the lot is recorded. The rear of the home is 180 degrees to the right or left of the front. The sides are 90 degrees to the right or left of the front.

For Sale signs will be no larger than 6 sq ft. and may be of wood or metal construction, and shall be hung from a device of similar construction & appearance. The sign shall not detract from the overall architectural design of the home nor the subdivision.

2. **Political signs** - it is not the desire of the BOD to quash the rights of our association to express their political beliefs. Therefore, during an election period, signs supporting political candidates may be placed within the recorded boundaries of a lot. Signs may be placed up to 30 days before and shall be removed within one week of the election. Political signs shall not be larger than 9 square feet.

3. **Home security/alarm signs** - are allowed and must be placed within 36" (3 feet) from the foundation of the home.

4. **Under no circumstances may signs of any type or size be attached to fences including but not limited to "Beware of Dog" signs**

It is the goal of the BOD that signs do not diminish the quality of life of any member of the Brookwood HOA. All signs should be in "good taste" and for a specific purpose and any homeowner displaying a sign found to be divisive, offensive or of a questionable nature (by the community manager) will be asked to remove the sign. In the event that the homeowner and the community manager are not in agreement regarding the nature of the sign, the homeowner may petition the Board of Directors for approval of the sign, with the understanding that the determination of the whether or not the sign is to be approved resides with the Board of Directors. The Board may seek input/guidance from the association membership as well as the Architectural Review Committee in making these decisions.

Exceptions to this policy may be granted if requested using the following process:

- a. A written request for exception will be made to the Community Manager - the request should specifically call out the details of the desired exception and the reason that the exception request is being made.
- b. the request will be forwarded to the Board and a reply should be expected within 30 days. If no reply to your request is received within 30, approval is implied

Enforcement: Under no circumstances shall the community manager, any agency under contract by the Board or any member of the Board violate the trust that exists between the Board of Directors and the members of the association by trespassing on private property to remove a sign. In the event that a sign must be removed, the homeowner will be contacted directly using any combination of the following:

- a. telephonically
- b. email
- c. written correspondence (violation tag left at home, or letter mailed via USPS)

In the event the sign is not removed within 24 hours of the initial notice, a formal letter (registered with signature required) announcing that a violation of the Brookwood CC&R's as recited in the Architectural Review Guidelines exists and that if the sign is not removed within 24 hours, a fine of \$25 per day (24 hour period) will be imposed and secured by a lien on the property. This letter shall explicitly state the date that the fine will begin and the terms under which the fines can be removed, i.e. removal of the sign.