

ARCHITECTURAL & ENVIRONMENTAL REVIEW COMMITTEE POLICY

All exterior improvements and changes at Cooke's Hope (including Village, Hedges, Galloways and Springfield homes) need to be approved by the Architectural & Environmental Review Committee (AERC). No AERC approval is needed for interior improvements or changes. This process is not complicated. If you contemplate a change or addition to your property, please submit your plans to the AERC as follows:

1. Submit detailed plans and completed AERC Request Form to Darlene Debnam either via email at propertymanager@cookeshope.org or drop in the Property Manager's Drop Box in the Post Office Building. Please submit any visual aids, literature, etc. to assist in your request, and in the case of additions, your site plan elevation.
2. Your request will be logged, date-stamped and sent to the Chairman of the AERC.
3. The AERC will discuss and decide approval/disapproval.
4. A letter will be sent to you regarding the Committee decision. You should receive the decision within approximately two weeks. However, if a final decision has not been made within two weeks, a status report will be given to the lot owner.
5. Any Town of Easton permits that may be required for interior or exterior changes must be obtained by the Homeowner.

No exterior changes to any residence may be undertaken without the prior written approval of this Committee. This would include, but not be limited to, the following:

1. Color (doors, siding, trim and fencing)
2. Additions, modifications or replacement of any windows or exterior doors
3. Addition or exterior change to any outbuilding or general landscape plan
4. Addition of any new outbuilding, shed, playground, recreation or other permanent (or non-permanent) equipment
5. Fences and/or screening
6. Pool – Above ground pools are NOT allowed
7. Shutters
8. Awnings and/or Exterior Blinds
9. Satellite Dish
10. Lightning rods, weather vanes or attic fans
11. Window boxes
12. Solar Panels or Collectors
13. Walkways and driveways

All approved improvements are to commence within six (6) months of approval and shall be substantially completed within twelve (12) months following the date of commencement, or within the time frame specified by the Committee in its approval as per the First Amended Declaration of Covenants, Conditions and Restrictions, page 16, item 4, Limitations.

If your request is denied, you may appeal the decision of the AERC to the Board of Directors and, upon your request, shall be entitled to a hearing before the Board.