

Architectural Review Process

Regarding changes to the exterior of Stoney Brook units, the responsibilities of both the homeowners and the Architectural Review Committee (ARC) are as follows:

1. **Any change in the exterior appearance of a unit requires ARC approval.** The chairman or acting chairman of this committee should be contacted prior to the start of any alteration that affects the exterior appearance of the unit or surrounding property. The chairman will deliver the necessary forms, identify the appropriate neighbors from whom to solicit comments and describe the approval process. Please follow this process before signing any contracts relating to exterior changes.
2. The Stoney Brook declarations do not allow ARC to approve changes that fall **outside the owner's property envelope**. Such changes require a vote of the entire membership. Before contemplating an alteration the owner should contact the office for a copy of the plot plan to insure that the changes fall within the owner's plot.
3. Rule 13 (2005 rules and regs) renumbered to Rule 12 (2006 rules and regs) makes clear each owner's responsibility regarding **roof repair or replacement**. Please contact the office before signing any contracts relating to roof repair or replacement.
4. If an owner is planning the replacement of gutters and/or downspouts, please note that all replacement **gutters and downspouts must be paintable**. In addition, all **windows, doors and garage doors should be paintable** if possible. Installation of non-paintable windows, doors or garage doors could preclude a change in the exterior color or trim style of a unit at some time in the future.
5. Unfortunately, failure to follow the processes described above could result in the necessity to **undo completed work that was not properly approved**. We would like to avoid this very unpleasant circumstance. ARC will work hard to make the approval process smooth and fast. We ask that homeowners do their part by taking the necessary steps as outlined above.