



Appearance Committee Guidelines (as of 01/25/2008)

I.) Advertising

- 1) Signs. No advertising signs or billboards shall be erected, placed or permitted to remain on a Lot except as follows:
 - A.) One "For Sale" or "For Rent" sign of not more than five (5) square feet may be maintained on a Lot. However, said sign may be placed only in the lawn or the interior of a window.
 - B.) All signs must be removed within 24 hours after the conclusion of the sale, lease, garage sale, or event.
- 2) Soliciting. No soliciting is permitted on the property without prior written consent of the Board of Directors.
- 3) Newsletter. Advertisement placed within the association newsletter will be allowed at rates to be adjusted as needed.

II.) Architectural Rules

- 1) **Administrative procedures.** Homeowners requesting approval for the architectural modifications, whether they are landscape or structural, must fill out in duplicate a "Landscape Permit" or "Architectural Change or Improvement" form depending upon the nature of the request and submit it to management. Any changes/additions to the exterior of a unit must be submitted to the Architectural Control Committee with a detail working drawing to 1/4" scale, including a full description of the materials and colors before installation. No work may commence without the approval of the Architectural Control Committee. The Board of the Architectural Control Committee. The Board of Directors has the authority to remove any violations that have not been corrected after notification to the homeowner by the Association. Any cost associated with the removal of the violation(s) will be billed to the homeowner. For your convenience, application forms are made a part of this building permits may be required from the Village of Naperville. Please be advised that it is the responsibility of the individual homeowner to obtain such permits.

As a policy, the appearance committee will respond in the writing to all submitted application forms within 10 working days (slight response time variations may occur due to the complexity of the application).

In addition, no permanent structure can be placed over an existing utility easement, nor shall any modification be placed in any swale to cause interference with drainage. You must first contact J.U.L.I.E (1.800.892.0123) to locate utility lines before commencing work. All modifications become the maintenance responsibility of the owner and his successors.

- 2) **Antennas.** No radio or television receiving or transmitting antenna or external apparatus shall be installed on any lot; normal radio and television installations wholly within a building are acceptable. Notwithstanding anything to the contrary, the Association shall have the right to install and maintain a master television antenna and transmission system to service the Property.
- 3) **Satellite Dishes:** Dishes ARE allowed to be installed with the following conditions:
 - a) Dish must be on homeowners unit – can not be placed on neighbors unit or freestanding in common area's
 - b) Preferred location would be on the unit fireplace - positioned in the back of the unit.
 - c) Dish must be installed by a professional bonded installer. Please provide the name and phone number of the selected dish provider
 - d) All damage that may be caused by the dish – either during installation, removal or by weather is the sole responsibility of the homeowner – the association will not make repairs for dish related damages.
 - e) Wires can not be run down the sides of the buildings or across roofs - they should be taken into the attic in a safe, non-overly evasive way. Use of the Comdeck is permitted if installed and sealed correctly. (Minor variances concerning wiring can be made with written approval prior to installation.)
 - f) Architectural modification forms should be submitted and approved **PRIOR** to any work being done, where and how the installer plans to install the dish must be included with this document. The agreed upon plans must be adhered to; otherwise you may be requested to remove the dish.
- 4) **Fences or dog runs:** Fences are prohibited.
- 5) **Decks and Patios:**
 - A.) Wooden decks are permitted on the rear of each dwelling unit (exiting from the interior of your home through the sliding patio door). The decks are to meet the City of Naperville building code as well as the following:
 1. **Material** – The beams and joist are to be of treated lumber (womanized). The skirt, deck, rail, balusters and steps are to be of womanized lumber or of cedar. Some currently manufactured ‘wood replacements) will be accepted with prior approval. Visqueen with 4 inches of pea gravel must be placed under the deck area.
 2. **Size** - the size of each deck is to be no less than 8 feet and no larger than 12 feet deep (perpendicular from the rear wall) and no less than 10 feet and no longer than 22 feet in length (parallel to rear wall). In locations where there are shrubs, trees, or fences, a minimum distance of 3 feet must be maintained between the deck and the lower branches (at the height of the railing). Wood decks are to be built flush to the rear wall and the deck elevation shall not exceed that of the first floor level. Railing height shall

not exceed 36 inches. There is to be access to the spigot, dryer vents and electrical outlets.

3. **Appearance** – The overall style of the deck is to be square or rectangular the deck (floor) is to be constructed of planks 3-6 inches wide. The railing is to be made from vertical supports. A privacy fence between units is allowed. This privacy fence is to be no higher than 7 feet from the floor of the deck and not to exceed the depth of the deck. The deck is to be of natural wood color, paints and stains are NOT permitted.
4. **Maintenance** – The maintenance of the deck is the responsibility of the home owner. Within the first 6 months of new deck construction, a water seal/preservative is to be applied to the wooden deck and re-applied annually.

Exceptions to the above are to be approved by the appearance committee prior to construction.

B) Patio Blocks - ARE NOT ALLOWED

C) Paving Stone patios – Paving stone patios are permitted but must conform to the following:

- a. **Stones:** Must be of high strength concrete paving stones (6cm thickness minimum), interlocking and earth-tone in color. (Stones must have lifetime guarantee –Paveloc or similar)
- b. **Sub-Base:** Well drained areas: 3 inch minimum of limestone chips and 1 inch minimum of concrete sand; Low-wet areas: 6-8 inches of limestone chips and 1 inch minimum of concrete sand.

6) Landscaping:

- A.) **Flowers and Bulbs:** Flowers or bulbs are allowed without written request or approval, but the flowers must be kept in the existing beds and not near or around any trees. Any tree that dies because this rule has not been adhered to shall be replaced with the same species and size, but at the expense of the home owner. Rose bushes may be planted but only in the rear or side yards in an existing bed.
- B.) **Gardens.** Vegetables or plant gardens are prohibited.
- C.) **Additional Landscaping:** Additional landscaping is allowed, but an application must be submitted to the Architectural Control Committee for approval.
- D.) **Grass, shrubs and trees:** It is the responsibility of the home owner to sufficiently water all grass, shrubs, and trees on their property. All grass, shrubs, and trees which die because of this rule shall be replaced with the same species and size, but at the expense of the home owner.

- 7) **Storm Doors** Storm Doors are to be “clear glass view” with no scrollwork or design on the glass door. The glass portion of the storm door is to be “full view”. The doors may be of self storing or non-self storing style. Storm doors with metal grills (bars) are not allowed. Storm doors are to be white or cream/beige in color to blend in with the window trim of that particular building. The glass is to be replaced with screen as early in the spring as possible and changed again in the late fall. The heat build-up on certain exposures could damage the front door inserts, and any damage that may occur will be the responsibility of the home owner.

Before installing a storm door, you must first complete and have approved an architectural change/modification request showing the door style and color.

- 8) **Awnings:** Awnings are prohibited.
- 9) **Exterior lighting:**
- A.) Mushroom-Type Lights: White or black “mushroom type” lights will be allowed to illuminate any rear patio or deck areas. All lights shall be no more than 9” above ground or deck level, white light, a minimum of 3 feet apart. All wires are to be installed underground so as not to interfere with the landscaping maintenance. Contact J.U.L.I.E (1.800.892.0123) to have your utilities located prior to the installation of the lights.
 - B.) Security Lights: Security Lights Attached to your building are permitted but at the owner’s expense and with committee approval.
- 10) **Gazebos/Overhead or Screened-In Structures:** Gazebos/Overhead or Screened-In Structures are prohibited.
- 11) **Ornaments for Lawn /Patio/Stoop:** All ornaments for lawn, patio and stoop including, but not limited to such figures as ceramic artifacts, bird feeders and windsocks are prohibited.
- 12) **Basketball Hoops/Lawn Furniture:** Permanently mounted or installed basketball hoops (poles and backboards) are not allowed. Portable sporting equipment and children’s’ recreational items may be used but must be taken down daily and stored inside your dwelling unit. Lawn Furniture, when not in use, shall not be left outside in any area in the front of your home or in any sod/grass area.
- 13) **Flag Brackets:** Flag brackets are allowed with a 5’ pole maximum. Vertical flag poles are prohibited.
- 14) **Firewood:** No firewood is to be stored on the front stoop or on the side of the unit, but must be stored out of sight (i.e. garage) of the front of the unit.
- 15) **Air Conditioners/Fans:** “Window type” air conditioners or fans are prohibited to the front and sides of each building, but are permitted to the rear of each building.

- 16) **Insect Repellent Lamps:** Electric insect repellent lamps are prohibited.
- 17) **Brass Knockers/Door Ornaments:** Brass knockers, maximum of 8", are allowed on front doors. Seasonal door ornaments are allowed but are to be mounted no earlier than 4 weeks prior to and removed no later than 4 weeks after the seasonal event (i.e. Christmas). All other permanently mounted door ornaments are prohibited.
- 18) **Front Stoop Displays:** Nothing is to be displayed on the front stoop or steps except portable flower pots or planters. Flower pots are permitted (with committee approval) in existing flower beds and/or existing ground cover, but not in yard areas, walkways, or driveway.
- 19) **Garden Hoses:** All garden hoses are to be coiled and stored flush against the exterior of the unit out of sight (of road way), and you are responsible for your own hoses. (Remember to disconnect the hoses anytime the temperature drops below 40 degrees)
- 20) **Seasonal Lighting:** Seasonal lighting is allowed, but must be removed within four (4) weeks after the day of the occasion and is to be set-up no more than four (4) weeks prior to the day of the occasion.
- 21) **Window Well Covers:** Clear acrylic window well covers are allowed without approval from the Committee.
- 22) **Laundry:** No Laundry may be placed anywhere around the exterior of any unit. Clothes lines are NOT allowed.
- 23) **Barbecue Grills:**
 - A.) Barbecuing – Barbecuing is allowed in the rear area of your home only.
 - B.) Gas Grills – Gas grills with natural gas line from the house are allowed. They must be within 2 feet of the deck on the dick or rear of the house. No original plantings shall be disturbed to install the grill, and must be in a location that will not interfere with any lawn maintenance. All gas lines must be concealed underground or under a deck.

***** NOTE *****

Request for deviation to any of the above is to be submitted, in writing, to the Appearance Committee as per above stated guidelines.

ARCHITECTURAL CHANGE OR IMPROVEMENT APPLICATION

Section 1: Applicant

Date: _____

Name: _____

Address: _____

Phone Numbers (Home: _____) (Work: _____)

Section 2: Description of Change or Improvement:

Attachments to Description

- 1) Sketch of change or improvements showing all pertinent information related to said change or improvement, including, but not limited to , colors, dimensions, construction materials, location of change or improvement in relation to property lines, unit, and neighboring property, including, but not limited to swales, trees, utility transformer, vaults, etc. The committee will provide a written statement approving or rejecting the application within 10 days.
- 2) A copy of your survey must accompany this application.
- 3) A legal description of your property must accompany this application.

Section 3: Application Affidavit.

- 1) I hereby agree to obtain all necessary building permits and to comply with all applicable building codes and being the change and/or improvement within 30 days after approval, with completion within 90 days of start.
- 2) I hereby agree to comply with all Association Declarations, By-Laws, and Rules and Regulations in respect to this architectural change and /or improvement, and that all changes and/or improvements shall be within my lot lines.
- 3) I hereby agree to indemnify and hold harmless the Association, its unit owners, Members of the Board, Employees and Managing Agent from all loss, damage, liability, judgments, court costs, attorney's fees, interest or any other costs, penalties arising out of this change or improvement.
- 4) I hereby understand and agree that I am responsible for the future upkeep and maintenance of said change and/or improvement.
- 5) I hereby agree to record this application and necessary supporting documents with the Recorder of Deeds and/or Registrar of Torrens of the County in which the property is located within 14

days after approval by Association and supply the association with a copy thereof within a reasonable amount of time. All recording costs shall be at my expense.

- 6) I hereby agree to permit the Appearance Committee access to my property for purposes of enforcement of this application.
- 7) I hereby agree that failure to comply with any of the above requirements may result in the revocation of the approval of my change and/or improvement and removal of my change and/or improvement and restoration of my property to a condition that existed immediately before approval of this application.

All necessary costs and expenses to restore my property shall be at my expense, including but not limited to, construction costs, and consequential expenses, such as attorney's fees, courts costs, permit fees, etc.

Notwithstanding anything to the contrary, the Association, at its discretion, shall have the right and power to enter my property and repair said change and/or improvement should it fall into a state of disrepair which is not corrected within 14 days after written notice to me. All costs connected with such repair shall be charged to my assessment account and be collected by methods authorized by the Declaration, by-Laws; Rules and Regulations of the Association or laws of the State of Illinois.

- 8) I hereby agree and understand that this application shall be binding on all successors, devisees, heirs, assignees, and transferee of my property. I further agree to inform of the terms and conditions contained in this Application.

Section 4: Notice:

All Notices shall be deemed delivered if delivered personally to Applicant or Members of his/her family 13 years or over or mailed to the named applicant at his last known address by first class mail with postage prepaid.

X _____
Signature

X _____
Signature

Section 5: For Office Use Only:

Date Approved: _____

Date Rejected: _____

X _____

X _____

X _____

X _____