

Architectural Review Guidelines

I. Overall Objectives

Our purpose is to create a residential community in which the exterior design of each home is in harmony with surrounding structures and topography. Each home should add to the overall appeal of York Woods. We accomplish this by encouraging building styles and landscaping which incorporates a pleasing variety of designs, materials and colors that are compatible and blend, rather than clash, and by encouraging the use of such designs, materials and colors which are reasonably dissimilar to neighboring homes and landscaping.

The following guidelines and procedures are intended to simplify the architecture review process. They are not intended to be all inclusive. As such, they are not intended to supplant the architecture review process, nor do they replace the review authority of the Architectural Control Committee.

We recognize that there are existing homes and landscaping which do not meet every one of the following guidelines. These homes are 'grandfathered' and as such we do not require these homes to be modified. However, if major changes are done to these homes, or rebuilding is required as in the case of a disaster, the guidelines must be followed in the rebuilding process.

II. Architectural Control Committee

The Architectural Control Committee is made up of a minimum of three members (current home owners in York Woods). In addition, we employ the services of a professional architect whom we retain as an advisor for review purposes. The purpose of this committee is to review plans for compliance with the architectural guidelines. All plans subject to these guidelines must be approved in advance of any construction.

Those planning to build, make modifications to their homes, or add new structures to their home sites should direct all communications to the Architectural Control Committee. This procedure will be the most efficient for everyone involved in the review process.

III. Procedures

The following is a description of the various steps to be taken when building a new home or making an exterior enhancement to an existing home or home site.

1. Obtain copies of the two following documents before starting your plans: the York Woods Declaration of Covenants and Restrictions, and the Architectural Review Guidelines (this document). Become familiar with each.
2. Obtain a base sheet survey which has been prepared and sealed by a registered surveyor and which contains the following information:
 - a. Lot boundaries
 - b. Building line limits
 - c. Projected elevation of the foundation
 - d. Easements
 - e. Existing, actual topography with one foot grade contours
 - f. Drainage flow directions
 - g. Utility lines and connection locations
 - h. If you lot has large trees, you might like to have the survey show the tree locations, height and trunk diameters and the "drip line" boundaries

[Type text]

3. Have the architect or builder prepare the preliminary blue prints of the building presenting all exterior elevations. Make sure that the plans meet village guidelines. Some of the major items that must be considered include a limit on building height; setbacks of front, rear and side of the building; ground floor area; and restrictions on grading. It is extremely important that architects and builders be thoroughly familiar with the Zoning Ordinances and Building Code of the Village of Oak Brook before starting to design any home.

4. Submit the following to our management company

- a. Two copies of the preliminary blue prints.
- b. Exterior material specifications and colors. Samples of brick or stone and roofing material (if not cedar shake) should be submitted.
- c. A non-refundable review fee of \$50.00 to cover the costs of the committee. This deposit is required for both new construction and for additions.
- e. The survey plat with elevations (specifically note the location of the home and the driveway).
- f. The landscape plan (this may be submitted at a later date).

5. The management company will confirm that all dues and assessments have been paid and that the above deposits have been made. It will also confirm that all of the other items noted above are available for review. It will inform the Architectural Control Committee that the review process can proceed.

6. The Architectural Control Committee (with the assistance of our architect, as appropriate) will review the plans and the building site. A letter will be sent to you summarizing our findings. This letter may grant approval to proceed as planned, it may grant approval if the builder or architect agree to make certain modifications or clarify certain issues (commonly this would be done if only minor issues are raised), or it may request that certain changes be made before approval is granted.

7. If required, the architect or owner should update the blue prints of the home providing any addition information requested (Steps 7 and 8 will be repeated until the plans are approved).

8. Note that our letter of approval is valid for one year from the date of issue. By the end of that year substantial construction must have been completed (such as the foundation poured). If construction has not proceeded to this point, the approval is null and void and the process must start again with a new architecture review fee.

9. Before any construction begins, the owner must have a letter from the Architectural Control Committee approving the construction.

10. The builder should submit the plans along with our letter of approval to the Village of Oak Brook and obtain building permits.

11. The landscape plans may be submitted anytime during the planning or construction phases, but must be submitted before any landscaping is started. The landscape plans should include and show the location of existing trees, all proposed plantings, and proposed driveways, walks, patios, retaining walls and individual landscape features.

12. As noted before, the committee will review the plans, make suggestions for changes or requests for clarification and, after all issues have been resolved, will send an approval letter.

13. Not following these guidelines may, at the discretion of the Board, result in forfeiture of all or a portion of the construction deposit. Similarly, any money spent by the Board to enforce the above guidelines will be deducted from the construction deposit.

IV. Guidelines on the Building

1. No one style is specified for York Woods. Our goals are to create variety and to eliminate any duplicate styled homes. We do seek styles which blend with, and complement the development and with neighboring homes. Traditional as well as contemporary styles are considered quite appropriate. Each home in the development must be reasonably different than nearby homes in the development. (Committee discretion is required here)

2. The style of the home (front windows, entrance door, trim, color, roof style, outside material, etc.) should be reasonably different from nearby homes. (Committee discretion is required here)

3. Each elevation must be appealing. E.g. large wall areas without windows or other decorations are not acceptable.

4. Acceptable architectural roof coverings are shake, concrete, metal, slate, etc., or any synthetic composite thereof. Basic asphalt are acceptable. The Architectural Review Committee must approve the homeowner's selected roof covering and color (Committee approval is required).

5. The building exterior should be substantially brick, stone or dryvit. Cedar is acceptable for accent areas.

6. The exterior material, specifically the color, of a home must appear to be substantially different from all homes within eyesight (Committee discretion is required here)

7. All skylights must be the flat glass (low profile) type (bubble plastic skylights are not permitted). (Committee approval is required)

8. To the extent possible, roof vents should not be visible from the street. Ridge vents are very acceptable.

9. Chimneys should have a decorative look. . (Committee discretion is required here).

10. No dwelling shall be erected, altered, or placed, which is more than two and one-half stories of 30 feet in height, whichever is lesser.

11. No building shall be located on a lot nearer to the front line than the front building line shown on the recorded plat of the subdivision of York Woods or 40 feet, whichever is greater. No dwelling shall be located within 40 feet of the rear lot line or 12 feet of a side lot line not adjoining a street.

V. Guidelines on Landscaping (LANDSCAPING PLAN FOR NEW CONSTRUCTION MUST BE SUBMITTED AND COMPLETED BEFORE BOND WILL BE RELEASED.)

1. All bare ground areas (both in front and in the rear) must be covered with sod (seeding is not permitted).
2. All sod must be installed within 60 days after the home is substantially completed or within 30 days after the home is occupied, whichever is sooner, weather permitting.
3. For areas that are to remain natural (as in areas with forest) all noxious weeds (such as ragweed) must be removed.
4. Bushes, shrubs and similar plantings should embellish the front of the home in order to soften the view from the street. In general, new shrubs should be at least 18 in. tall (5 gallon root container) and new deciduous trees should be at least 15 feet tall.
5. Fences are not permitted on any lot, except fences used to screen swimming pools. Hedging which forms or looks like a fence is not permitted.
6. Air conditioners should be screened from views of adjoining properties. This is usually best done with plantings. Evergreens are preferred over deciduous plants.
7. All structural items such as air conditioning units, utility boxes, large exhaust vents, and meters, antennae, TV dishes (no larger than 18") and other items considered to be necessary to a customary and contemporary living, but which are not architecturally appealing may not be in a position to be seen from the street or other homes. They must be obscured from view by camouflaging them with bushes or some other means.
8. Flagpoles may not be over 25 feet tall. Such flagpoles should be used solely for the display of the American flag.
9. All Driveways should be concrete or brick, however if you have an existing asphalt driveway, you may replace it with asphalt, concrete or brick. All other driveways must be replaced with concrete or brick.
10. Large parking areas should be avoided, or at least hidden from view from the street. This can be done with berms or landscaping or other suitable means (Committee discretion is required here).
11. Retaining walls should be natural material (boulders, stone or ties). If possible, large expanses should be softened with plants. Where dramatic grade transitions are required, the use of retaining walls is strongly encouraged.
12. We recommend that any decks be done in redwood, cedar or other similar quality wood/composite.
13. Decorative mail boxes are recommended. The mail box should be of appropriate scale and made of the same material as the home. A second identical structure may be on the opposite side of the driveway. Plastic mailboxes are unacceptable.

Architectural Review Guidelines

VI. Guidelines on Additions and Other Structures

1. "Other structures" include, but are not limited to, such things as gazebos, swimming pools, or decorative mail boxes.
2. All of the guidelines apply to additions and other structures just as they do for new construction.
3. All exterior materials must match or complement existing material (including the matching of existing brick color, size, texture, etc.)
4. The addition or other structure should be designed in such a way to make the resulting home look as if it were designed all at the same time.

VII. Guidelines during Demolition Construction

1. The builder and the homeowner should proceed with all due haste to complete the home in a timely manner. Excessively long building periods are detrimental to the character of the development and a nuisance to your future neighbors.
2. The property must be kept clean and free of excessive clutter and construction material.
3. The builder must work to prevent material from blowing into neighboring yards or the street.
4. Dumpsters must be provided to collect waste material.
5. Suitable sanitary facilities must be provided for construction workers.
6. The streets must be kept free of construction material (gravel, lumber, bricks, etc.), as well as excessive mud from truck tires.
7. Weeds must be kept under control. If weeds exceed 18" in height, they must be cut.
8. Any demolition work of existing structures must comply with the Village of Oak Brook "Title 10-1-6; Demolition and Construction Site management" in the Building Regulation with one exception: "a 6-foot cyclone fence is required in lieu of the 4-foot plastic/fiberglass fence required by the Village."
9. The contractor performing the demolition work must submit to the Architectural Review Committee, a Certificate of Liability Insurance with minimum liability limits of \$1,000,000.00 naming the York Woods Community Association as an additional insured.

ARCHITECTURAL APPLICATION

c/o Oak & Dale Properties, Inc.
211 W Chicago Avenue, Suite 10 Hinsdale, Illinois 60521
Phone (630) 323-8810 Fax (630) 323-8910

YORK WOODS IMPROVEMENT ASSOCIATION PERMIT APPLICATION

Application is hereby made for No. _____ Street _____
Owner _____ Phone # (____) _____ Work # (____) _____
Email _____
Kind of Construction or changes: _____

Square footage in new/addition _____ Three sets of plans to include site plan.

NAME	CONTACT PERSON	PHONE
Architect _____	_____	_____
Gen. Contractor _____	_____	_____
Excavator _____	_____	_____
Carpenter _____	_____	_____
Electrician _____	_____	_____
Plumber _____	_____	_____
Sewer _____	_____	_____
Heating _____	_____	_____
Brick _____	_____	_____
Roofer _____	_____	_____
Landscaper _____	_____	_____
Painter _____	_____	_____
Fencing _____	_____	_____
Pool Co _____	_____	_____
Other _____	_____	_____

I hereby certify the above information is true and correct to the best of my knowledge.

Owner/Agent:
Signature: _____ Date: _____
Address: _____
City: _____ State: _____ Zip: _____

Permit Number: _____
Date Issued: _____

Please provide the following:

- 1. Stone sample or sample board (if mixes); photo or local address of property utilizing stone.**
 - Name and Number of Product
 - Name of Supplier
 - Telephone Number of Supplier
 - Contact Name

- 2. Brick sample or sample board (if mixes); photo or local address of property utilizing brick**
 - Name and Number of Product
 - Name of Supplier
 - Telephone Number of Supplier
 - Contact Name

- 3. Window Manufacturer**
 - Name and Number of Product
 - Style and Number of Window Design
 - Color and Exterior Cladding
 - Name of Supplier
 - Telephone Number of Supplier
 - Contact Name

4. Accents- Shutter, Braces, Other Motif; Sample or Photo Motif

- Name and Number of Product
- Style and Number
- Color Selection
- Name of Supplier
- Telephone Number of Supplier
- Contact Name

5. Roof Sample

- Name and Number of Product
- Style and Number
- Color Selection
- Name of Supplier
- Telephone Number of Supplier
- Contact Name
- Name of Roofing Company
- License Number of Roofing Contractor

6. Paint and/or stain; Sample of Paint and/or Stain

- Number and Brand of Paint
- Number and Brand of Stain

7. Driveway; Sample of Brick or Stone

- Name and Number of Product
- Name of Manufacturer
- Name of Supplier
- Telephone Number of Supplier
- Contact Name of Installer

PRIOR TO THE SUBMISSION OF ARCHITECTUAL PLANS, THE HOMEOWNER IS ADVISED TO SUBMIT A PRELIMINARY SKETCH OF THE PROPOSED HOME OR IMPROVEMENT TO THE ARC IS PROVIDED.

I verify that this information is true and accurate, and I/We intend to submit all samples and information required.

Signature

Date

Print Name

All applications for architectural changes requiring ARC review and approval, whether permanent or temporary, shall be submitted in writing to the ARC at the following address:

York Woods Community Association

ATTN: Chairperson, Architectural Review Committee

C/O Oak & Dale Properties, Inc.

211 W Chicago Avenue, Suite 10

Hinsdale, IL 60521

Applications must contain all elements of information as listed on the sample application form. Please ensure that your daytime and evening telephone numbers and e-mail address (if available) are included on the application form as the ARC will contact the applicant to confirm receipt of the application. It is the responsibility of the applicant to ensure that the ARC has received the application. If the applicant has not heard from the ARC confirming the receipt of the application within ten (10) days after submission, please contact the ARC for further action. All applications must be accompanied by a review fee of \$50.00 made payable to: York Woods Community Association. This fee will help defray the costs incurred with the management company while working on your project.

The ARC will review the application, and if complete, will begin the approval process. Reviews will not commence until fees are paid. Incomplete applications will be returned to the homeowner for additional information. **The ARC will consider the application and respond to the owner with a decision within sixty (60) days.** Failure of the ARC to respond to a request within sixty (60) days will result in automatic approval of the application. Homeowners, however, must ensure that the application was received by the ARC in order for this waiver to apply.