
Brook Forest Community Association Architectural Review Committee Guidelines

1.0 OBJECTIVE AND MISSION

The overall objective of this document is to serve as a guide to both the members of the Architectural Review Committee (ARC) and the homeowners in maintaining and enhancing Brook Forest carefully planned environment, and ensuring continuing appreciation of property values. These guidelines and standards address improvements for which homeowners most often submit applications to the ARC. They are not intended to be all-inclusive or exclusive, but rather serve as a guide to what improvements may be made in the community of Brook Forest.

The specific objectives of this booklet are to:

- a. Provide uniform guidelines to be used by the ARC in reviewing applications.
- b. Assist homeowners in preparing an acceptable application to the ARC.
- c. Increase the homeowner's awareness and understanding of the Declaration of Covenants, Conditions and Restrictions.
- d. Describe the organization and procedures involved with the architectural standards established by the Protective Covenants amended in 1995.
- e. Illustrate design concepts that will aid homeowners in developing exterior improvements that are in harmony with the immediate neighborhood and the community as a whole.
- f. Provide for a procedure in the event of violations.
- g. Provide for a procedure in the event a homeowner submitting an application for approval is not willing to abide by ARC decision.

The mission of the ARC is to work in conjunction with the BFCA Board of Governors and represent the interests of the whole community. The ARC exists in order to regulate the external design, appearance and locations of the property and improvements in such a manner as to preserve and enhance values and to maintain a harmonious relationship among structures and the natural vegetation and topography.

NOTE: Homeowners are advised to contact a Village of Oak Brook Building Department representative as well as any other applicable DuPage County authorities for the appropriate building codes and safety requirements prior to any type of building construction, either external or internal.

2.0 INTRODUCTION

The careful design and planning of the Brook Forest development benefits all residents. The purpose of the design controls and standards established herein is to assure residents that the development's original design quality is maintained. This, in turn, protects property values and enhances the community's overall environment. These guidelines are developed to address exterior alterations made by homeowners to their property. Interior alterations that do not have any impact on exterior appearance do not require ARC approval. However, a Village of Oak Brook Building Permit may still be needed.

2.1 Declaration of Covenants, Conditions and Restrictions

The authority for establishing these architectural guidelines, rules and regulations is founded in the Declaration of Covenants, Conditions and Restrictions (amended 1995) that are a part of the deed to every property in Brook Forest. These Bylaws and Covenants establish the Brook Forest Community Association and the ARC.

As a homeowner, you received a copy of the Bylaws and the Declaration of Covenants, Conditions and Restrictions in the homeowner's document package at your closing. These Covenants are conveyed with the land, and are binding on all homeowners. Your acceptance of their provisions was a condition of sale. As a result, these covenants should be fully understood by each homeowner. In case you have misplaced these very important documents you may obtain them from our Property Management agent or from the BFCA President.

2.2 ARC Review Criteria

The ARC evaluates all submissions on the individual merits of each application. The characteristics of the house type and the individual site are taken into account when evaluating the particular design proposal. This is done because what may be an acceptable design of an exterior in one instance may not be for another. It is important to remember that exterior changes to homes, due to their relative proximity to each other, are more noticeable and have a high degree of impact on adjoining properties.

The following criteria represent in more specific terms the general standards that will be used in reviewing and evaluating such application design.

2.2.1 Validity of Concept

The basic design must be sound and appropriate to its surroundings.

2.2.2 Design Compatibility

The proposed improvement must be compatible with the architectural characteristics of the applicant's house, adjoining houses, and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details.

2.2.3 Location and Impact on Neighbors

The proposed alteration should relate favorably to the landscape, the existing structure and the neighborhood's overall design. The primary concerns are aesthetics, access, view, sunlight, ventilation and drainage. For example, fences may obstruct views, breezes, airflow, or access to neighboring property; decks or larger additions may cause unwanted shadows on adjacent patios or infringe on a neighbor's privacy and view. As another example, an inappropriate "clutter" of play equipment, or an ill-planned landscape scheme may also adversely affect the existing neighborhood environment.

2.2.4 Scale

The size of the proposed alteration should relate well to adjacent structures and its surroundings. Color, finish materials and landscaping may be used to soften or intensify visual impact. Parts of an addition that are similar in design to an existing house, such as roofs and trim, should match in color, finish materials and composition to result in an appearance of a cohesive whole rather than a collection of dissimilar parts.

2.2.5 Quality of Building Materials

Selected building materials should be of premium quality consistent with prevalent characteristics of other residences in our community. Natural finishes are strongly encouraged on all elevations, such finishes include stone, brick masonry, textured concrete products, glass, and wood siding. Other materials may be permitted when appropriate. Continuity is established by use of the same or compatible materials as were used in the original house. The options may be limited somewhat by the design and materials of the original house. For instance, vertical wood siding on the original house must be reflected in an addition or free-standing structure.

2.2.6 Workmanship

Workmanship is another standard that is applied to all exterior alterations. The quality of work should be equal to or better than that of the community. Poor workmanship, besides causing the owner potential problems, can be visually objectionable to others. Safety hazards are also a concern when the work is sub-standard.

2.2.7 Timing(revised 10/26/15)

Projects, which remain uncompleted for long periods of time, are visually objectionable and can be a nuisance and safety hazard for neighbors and the community. All applications must include estimated completion dates. All addition / remodeling projects must be completed within 120 days from date of ARC approval or possible forfeiture of construction bond. New construction to include landscaping must be completed within 300 days of ARC approval or possible forfeiture of construction bond. Extensions may be granted with ARC approval.

2.2.8 Drainage

Proper drainage must be considered in all projects. Homeowners must ensure that water flows off their property, avoiding standing water. In addition, they must make sure that the existing water drainage is not altered so that it is directed over or into adjacent homeowners' property. If the existing building site drainage currently occurs into an adjacent property, continuation of that condition is allowed (unless the rate of water flow is significantly altered by the proposed building addition or a new structure).

2.3 Amendments to the ARC Guidelines

The ARC will conduct a periodic evaluation to determine if the guidelines need to be amended no less than once every three years. It is anticipated that any changes would be primarily additive and would not involve substantive changes of the existing guidelines. The actual amendment procedure involves discussion and review with the Board of Governors and shall be adopted, as were the original guidelines by the Board of Governors. Comments and suggestions from all residents are welcomed at any time.

2.4 The ARC and the Board of Governors

The ARC shall recommend architectural standards subject to the confirmation of the Board of Governors. The Board will be briefed on the standard operating procedures of the ARC.

2.5 Review Procedures

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:

Brook Forest 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 provided at Appendix A. 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 Performance Deposit which will be \$10,000.00 for a new home and \$1,000.00 for an addition. Further, an architectural

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review fee may be levied for up to \$500.00. The check is to be made out to Brook Forest Community Association.

The ARC will review the application, and if complete, will begin the approval process. 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.

2.5.1 Pre Review

ARC members will be available to aid and collaborate with homeowners and their architects and builders and to make suggestions from preliminary sketches.

2.5.2 Post Review

Upon completion of your project, you are required to notify the ARC. This can be accomplished by contacting the ARC Chairperson or the Management Company. The ARC will then inspect the finished project to ensure compliance with the approved plan. You will be notified in writing if your project is not in compliance. Once it is verified that the project is in compliance and has in fact been completed in complete compliance with the previously submitted documents based upon which the ARC approval was granted, the Performance Deposit will be returned. If the project is not brought into compliance, the ARC and the Board of Governors will use all avenues available to obtain compliance as outlined in the Architectural Guidelines and the Covenants and the approved documents previously submitted by the owner.

The Performance Deposits are held by BFCA in a non-interest bearing escrow account.

2.6 Appeal of an ARC Decision

If a Homeowner wishes to appeal a decision (including but not limited to architectural changes, maintenance requirements, covenant and/or ARC Guideline violations) of the Architectural Review Committee, the following procedures are provided:

2.6.1 Notice of ARC Decision

After the receipt of an ARC notice, the Homeowner must submit a written notice of appeal to the Board of Governors. The appeal shall be submitted to the Board of Governors within thirty (30) calendar days of the ARC decision notification.

2.6.2 Notice of Appeal

This notice of appeal must contain the following:

- a. A copy of the Homeowner's application, if applicable.
- b. A copy of the ARC's notice of decision, maintenance or violation notice.

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c. An explanation from the Homeowner detailing the reasons for appealing the ARC's decision.

2.6.3 Appeal Review

The Board of Governors has thirty (30) calendar days to review the appeal. During this process, the Board of Governors will hear and review any concerns expressed by neighbors, or other interested parties, related to the proposed architectural change. The decision of the Board of Governors will be sent by letter to the Homeowner's address with a copy furnished to the ARC.

2.6.4 Board Decision

The decision of the Board of Governors in the matter of the appeal is final.

2.7 Enforcement Procedure

The Declaration of Covenants, Conditions and Restrictions require the ARC to ensure compliance of all lots with the Association's architectural standards.

2.7.1 Violation Confirmations

All violations will be confirmed by a site visit of a majority of ARC members.

2.7.2 ARC Decisions\First Violation Notice

The ARC will initiate a notice to the Homeowner by certified mail. This notice will state the nature of the required repair or violation, and will request the Homeowner to take remedial action to rectify the problem within thirty (30) calendar days. The homeowner will be apprised of the violation process in this letter. If the problem is not rectified within thirty (30) calendar days, and if the Homeowner has not appealed the decision of the ARC to the Board of Governors during this 30-day period, then the ARC will initiate a second written notice to the Homeowner.

2.7.3 Second Violation Notice

This second notice will reconfirm the violation and will require the Homeowner to either take remedial action or appeal the decision of the ARC within fifteen (15) calendar days.

2.7.4 Final Violation Notice

If the violation is not resolved with fifteen (15) calendar days, and if the Homeowner has not appealed the decision of the ARC to the Board of Governors during this period, then the Board of Governors will initiate a FINAL written notice to the Homeowner by certified mail, advising the Homeowner that the Board of Governors has assessed a daily fine specified by the Covenants (2% of annual assessment) and has initiated legal action. The fine will continue to accrue until the violation is corrected and will be collected by the management company. All costs involved in this process will be borne by the respective homeowner.

2.8 Changes Requiring ARC Approval

The Declaration of Covenants, Conditions and Restrictions explicitly state that all exterior alterations, unless specifically exempted by this document, require the approval of the ARC.

This article explicitly states that any permanent change to the exterior appearance of one's property must be approved by the ARC. Further, once a plan is approved it must be followed, or a further application requesting approval of a modification must be submitted to and approved by the ARC.

Each application is reviewed on an individual basis. There are no "automatic" approvals, unless provided for specifically in these guidelines. For example, a homeowner who wishes to construct a deck identical to one already approved by the ARC is still required to submit an application.

2.9 Elements of an ARC Application

For some homeowners, the most difficult part of the application is adequately describing the request. Generally, the following items should be a part of every application:

2.9.1 ARC Application Form

A sample ARC application form is provided as Appendix A (on page 18). It contains instructions and lists the documentation required for submission to the ARC. An incomplete application will cause delays in approval, since the application must be returned to the homeowner for missing information before it can be approved. Ensuring your application contains all required information before its submission can avert delay and frustration.

2.9.2 A Site Plan

A site plan is a scaled drawing of your lot (plat) that shows the dimensions of the property, adjacent properties, if applicable, and all improvements including those covered by the application. All easements and required setbacks must be clearly delineated. Contour lines may be required where drainage is a consideration. A base for a site-plan for single applications can be the plat plan provided to you when you purchased your home. More complex applications may require larger scale (ten [10] to twenty [20] feet to the inch scale) enlargements of the plat plan of County approved development or site plans. Proposed changes should be indicated including dimensions and distances from adjacent property and houses, height off the ground, as in the case of decks and porches. All major trees to be removed (4" caliper and larger) must be located and identified.

2.9.3 Material and Color

Samples of the materials and colors to be used and an indication of the existing colors and materials should be provided. In most cases, a statement that the proposed storm door, for example, is to be painted to match the existing house trim or entrance door color is sufficient.

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Where materials and/or colors are compatible but different from those of the existing structures, samples or color chips should be submitted (or made available for inspection) for clarity.

2.9.4 Drawings and Photographs

A graphic description of the proposed project must be provided. A homeowner should not be intimidated by any shortcomings as a draftsman or architectural illustrator since a graphic description may be in the form of a manufacturer's literature or photographs as well as freehand or mechanical drawings. The amount of detail should be consistent with the complexity of the proposal. The sketch or photograph should be accompanied by a written description.

3.0 GUIDELINES

The objective of this document is to guide and assist homeowners and members of the ARC in maintaining and enhancing a carefully designed neighborhood environment. The Design Standards address improvements for which homeowners most commonly submit applications to the ARC. They are not intended to be all-inclusive or exclusive. The specific objectives of these Design Standards are:

- a. To increase homeowner's awareness and understanding of the Guidelines from which authority is granted for creating rules and use restrictions.
- b. To illustrate design standards that will assist homeowners and the ARC in developing exterior alterations and improvements that are in harmony with the community as a whole.
- c. To assist homeowners in preparing an acceptable application to the ARC.

The individual merits of each application will always be considered by the ARC. The use of these guidelines should assist the homeowner in gaining timely ARC approval. The applicant who follows the guidelines should expect approval or rationale as to why the application was not approved.

These guidelines should in no way restrict the homeowner in the design of a well thought out alternative approach.

NOTE: Village and County Approvals: Many items require village and county review and permits. It is the homeowner's responsibility to obtain all village and county approvals. Village of Oak Brook and DuPage County authorities should be contacted prior to beginning any work in order to verify what procedures must be followed and obtain required permits. Village and county approvals do not preclude the need for ARC approval and vice versa.

NEW CONSTRUCTION REPLACEMENTS AND IMPROVEMENTS

NOTE: ANY SUBSTANTIVE CHANGE TO THE EXTERIOR OF THE HOME – INCLUDING DEMOLITION OF ANY STRUCTURES, MUST BE APPROVED BY THE ARC. THE FOLLOWING ITEMS ARE ONES MOST OFTEN REQUESTED.

3.1 Fences

Fences are prohibited except around swimming pools or hot tubs (as required by the Village of Oak Brook) and along Midwest Road and 31st Street. Fences must be approved by the Brook Forest Architectural Review Committee; fences around the pool area can be no farther than 10 feet from the pool edge and no farther than 5 feet from the edge of a hot tub. Any existing fences that were approved prior to 1995 that do not meet this requirement cannot be altered or replaced and are in violation of the covenants and must be removed. All other fences are in violation and must be removed.

3.2 Storage Sheds – Are Prohibited

3.3 Greenhouses and Solar Collectors

Greenhouses are prohibited. It should be noted that attached sunrooms that may be constructed largely of glass will not be considered by ARC as greenhouses.

3.4 Patios and Decks

Prior to the installation of any patio or deck, an application to the ARC shall be submitted and approved.

3.4.1 Design Criteria

a. Patio and Deck Location. Applicants should review location with respect to visibility, privacy, and materials prior to design. Patios and decks shall be located in rear yards only. When patio or deck schemes include other exterior changes, such as fencing, lights, plantings, etc., other appropriate sections of these guidelines should be consulted prior to submitting the application.

b. Under-deck Storage. Raised decks have a visual impact on neighbors and the surrounding area. When using an under-deck area for informal storage, the impact on neighbors must be kept in mind and the area must be enclosed with matching or complimentary deck materials such as lattice. All storage must be maintained so as to present a neat and uncluttered appearance. The area underneath raised desks without lattice shall be kept neat and free of debris. These areas will not support healthy grass growth so the use of gravel or other suitable ground cover is recommended.

c. Materials and Color. Materials should have natural weathering qualities such as brick, wood, stone or composite material. Wood in decks such as redwood, cedar and pressure-treated wood shall be left to weather naturally or may be treated with a clear sealer, preservative or ARC approved stain or paint color. All deck surfaces shall be regularly pressure-washed to ensure a clean appearance.

d. Drainage. Changes in grade or other conditions that will affect drainage should be indicated. Generally, approval will be denied if adjoining properties are adversely affected by changes in drainage.

3.4.2 Application Contents for Ground Level Patios/Decks

All applications must include the following information:

- a. Site plan showing the size of the patio/deck and location as it relates to the applicant's house, adjacent houses and property lines.
- b. Description of materials, color, grading and drainage changes.
- c. Estimated start date and estimated completion date in terms of days after start.

3.4.3 Application Contents for Elevated Decks

All applications must include the following information:

- a. Site plan showing the relationship of the deck to the house lot and adjacent properties.
- b. A description of materials to be used.
- c. Details of railings, posts, stairs, steps, benches, under-deck storage enclosure materials, etc., as required to clearly describe proposal. Include height of deck off of the ground. NOTE: Village of Oak Brook has a specific railing height requirement.
- d. Details of changes to windows and doors, if applicable.
- e. Estimated start date and estimated completion date in terms of days after start.

3.5 Elevated Deck Privacy Screens

The installation of deck privacy screens can aesthetically affect both the individual property and the neighborhood. Prior to the installation of any screen, an application to the ARC shall be submitted and approved.

3.5.1 Design Criteria

- a. Location. Specify where it will be placed in relationship to the deck, patio or house.
- b. Style. Privacy screens may be open lattice screens. Other designs will be considered on an individual basis.
- c. Height. Specify height in application.

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- d. **Material and Color.** All privacy screens are to be made of natural wood and may be left to weather naturally or may be treated with a clear sealer, preservative or ARC approved stain or paint.

3.6 Application Contents

All applications must include the following information:

- a. Site plan showing the relationship to the privacy screen to the deck and adjacent houses.
- b. Picture and/or detailed drawing of the privacy screen to include dimensions.
- c. Description of materials used.
- d. Estimated start date and estimated completion date in terms of days after start.

3.6 Sun Control Devices

Applications for awnings, canopies and all other exterior sun control devices should be processed in the same manner as other exterior changes.

3.7 Skylights

Skylights are often added to existing roofs and are also proposed as part of additions or new structures. Skylights facing the street are discouraged but may be allowed in specific cases. All skylights should have a low profile with minimal protrusion past the roof area. Trim color should blend in with the roof color.

3.8 Recreation and Play Equipment

Homeowners often express interest in permanently installed swing sets, basketball backboards, tot lots, etc. Most equipment of this sort, though commercially available, is less than pleasing in appearance. Creatively designed equipment is encouraged. The guidelines listed below are provided in an effort to reconcile the need for play equipment with the goal of minimizing its visual impact. Prior to the installation of any equipment, an application to the ARC shall be submitted and approved.

3.8.1 Design Criteria

- a. **Location and Size.** Equipment will be permitted only in rear yard locations not visible from the front of the house. Consideration must be given to lot size, equipment design and size, and amount of visual screening. The equipment must be placed so as to avoid being a nuisance to the neighbors.
- c. **Basketball Backboards and Free Standing Basketball Hoops.** Basketball backboards must follow Village of Oak Brook Guidelines. Free Standing Basketball Hoops shall not be used on public street or cul-de-sacs. Their use on shared pipe stem driveways shall be done only with the consent of neighbors with shared access to the pipe stem.

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d. **Materials and Color.** Equipment made of natural materials is encouraged. Metal play equipment, exclusive of the wearing surfaces (slide poles, climbing rungs, etc.), should be painted dark brown or dark green to blend with the natural surroundings or, if located adjacent to a dwelling or fence, painted to match the background or screening structure. Other play equipment colors will be considered, contingent upon location and landscaping.

3.8.2 Application Contents

All applications shall include the following information:

- a. Site plan showing relation of proposed play equipment to adjacent property lines, applicant's house and adjacent homes.
- b. Photograph and/or sketch of proposed play equipment.
- c. Dimensions.
- d. Color and material.
- e. Estimated start date and estimated completion date in terms of days after start.

3.9 Swimming Pools

Swimming pools must be approved by the ARC and meet Village of Oak Brook and DuPage County codes. Portable wading pools shall be used within the boundaries of the homeowner's property to the rear of the house and emptied when not in use for safety or health purposes (e.g. breeding of mosquitoes). Wading pools shall not be used on common property.

3.10 Hot Tubs and Spas

Prior to installation of any hot tub/spa, an application to the ARC shall be submitted and approved.

3.10.1 Design Criteria

Hot tubs/spas will be permitted only in accordance with Village of Oak Brook building standards.

3.10.2 Application Contents

All applications shall include the following information:

- a. Site plan showing the relationship of the hot tub/spa to the house, property line and adjacent neighbors as well as the drainage plan.
- b. Plans must specify the plans for off-site drainage.
- c. Picture and/or detailed drawing of hot tub/spa to include dimensions and materials used.

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d. Estimated start date and estimated completion date in terms of days after start.

4.0 MISCELLANEOUS

4.1 Antennas & Satellite Dishes

It is necessary to obtain approval prior to installing satellite dishes for transmission or reception of radio or television signals. Homeowners are encouraged to install exterior-type antennas in their attics. This application works well in this area.

- a. Location: Dishes should be placed in a non-conspicuous location that is not visible from the front of the home. When possible, they should be located on the back slope of the roof.
- b. Dimension: Only small dishes will be permitted.
- c. Estimated start date and estimated completion date in terms of days after start date, not to exceed 90 days.

4.2 Mechanical Equipment

All air conditioning equipment.

Special Considerations: Typically, the motors and compressors on air cooling equipment are noisy and could be disturbing to neighbors, particularly if the neighbors don't have air coolers and need to leave their windows open in warm weather. If an air conditioner is installed, consider the potential impact to your neighbors.

Guidelines: No types of refrigerating, cooling or heating apparatus shall be permitted on a roof. No such apparatus shall be permitted elsewhere on a building, except when appropriately screened from view with landscaping so as not to be visible from any public street, and must be approved by the ARC.

4.3 Doghouses and Animal Runs/Enclosures

Approval is required for all doghouses. All other animal enclosures are prohibited

4.3.1 Application Contents

All applications shall include the following information:

- a. Site plan showing the relation of the doghouse to the homeowner's property line and adjacent neighbors.
- b. Picture and/or detailed drawing of doghouse to include dimensions.
- c. Description of materials used.

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d. Estimated completion date.

4.4 Exterior Decorative Objects

Approval will be required for all exterior natural and manmade objects to be placed in the front yard on a permanent basis

4.4.1 Application Contents

All applications shall include the following information:

- a. Site plan showing the relation of object to the house, property lines and adjacent neighbors.
- b. Picture and/or detailed drawing of object to include dimensions.
- c. Color and material of object.

4.5 Exterior Lighting

No exterior lighting shall be installed or maintained in such a way as to cause discomfort to adjacent neighbors. All spotlight security lighting is to be directed inside the property boundaries.

4.6 Exterior Painting

The exterior of any building shall not be painted a color different from the original color of said building without the proposed color having been approved by the ARC beforehand. The application is to include a sample paint chip.

4.7 Flagpoles

Permanent freestanding flagpoles must be approved. However, homeowners wishing to have temporary flagpoles or staffs that do not exceed six feet in length and are attached to the house or deck may do so and need not submit an application. *All flags must be flown according to recommended government practices.*

4.8 Clothes Lines

Clotheslines are not permitted.

4.9 Gutters and Down Spouts

Gutters and down spouts shall match the existing trim or siding color and design and must not adversely affect drainage on adjacent property.

4.10 Attic Ventilators

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Attic ventilators or other mechanical approaches requiring penetration of the roof should be as small in size as functionally possible. They should be located generally on the least visible side of the roof and not extend above the ridgeline.

4.11 Landscaping and Vegetable Gardens

Care should be exercised in the planting and maintenance of trees and shrubs to prevent obstruction of sight lines required for vehicular traffic. Also, the views of neighboring units and shade patterns of larger trees should always be considered.

Consideration should be given to the effect which planting will have on views from neighboring houses and property. All gardens must be neatly maintained throughout the growing season; this includes removal of all unused stakes, weeds and dead growth.

Flower gardens, shrubs and trees, shall be neatly maintained. All open lot areas shall be maintained in lawns or other material approved by the ARC. An application is not required for foundation planting, trees or single plantings.

4.12 Maintenance Guidelines

Property ownership includes the responsibility for maintenance of all structures and grounds that are a part of the property. This includes, but is not limited to, items such as mowing grass, removal of trash and structural maintenance. Maintenance affects the visual character and economic values of the property and neighborhood, and in some cases, safety.

Turf areas need to be mowed and maintained at regular intervals, maintaining a maximum height of six inches and minimum height of two inches. Bald spots and dead areas in the turf shall be reseeded. A minimum of 50 percent of the front yard must remain in natural vegetation (i.e., grass, shrubs or ground cover). Planted beds must be kept in a neat and orderly manner.

4.12.1 Exterior Appearance

Residents are responsible for maintaining the exterior of their dwellings and any other structures on their lots, such as porches, shutters, decks, fences and playground type of equipment.

While it is difficult to provide precise criteria for what the ARC deems as an unacceptable condition, the following cases represent some of the conditions that would be considered a violation of the Association Covenants:

- a. Peeling paint on exterior trim.
- b. Playground type equipment which is either broken or in need of repainting.
- c. Fences (as outlined under 3.1 Fences) with either broken or missing parts.

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d. Decks with missing or broken railings or parts. Porch decking shall be maintained according to provisions of section 3.4.1.c for decks.

4.12.2 Erosion Control

Each resident is responsible for seeing that their lot area is protected from erosion and that storm drain structures are not blocked so as to cause additional erosion problems that will silt up ponds and stream valleys.

4.12.3 Mailboxes

Mailboxes and posts shall only be replaced with a heavy gage aluminum box or type already present in the community. Decorative boxes representing animals and other similar objects are discouraged. The posts should be maintained in an upright position. Plastic mailboxes are unacceptable.

4.13 Storage

Residents are responsible for storing outside items in a neat and orderly manner. While it is difficult to provide precise criteria for what the Association deems an unacceptable storage situation, the following represent some of the conditions that would be considered a violation of the Association Covenants:

- a. Storage of junk equipment such as old, rusted lawnmowers and bicycles.
- b. Utilization of shelving or such other storage.
- c. Outside storage of garden equipment/furniture/bicycles/toys.

4.13.1 Rear Yards

Rear yards, shall be maintained to present a neat, tidy and uncluttered appearance.

4.13.2 Temporary Storage of Construction Materials

All material and equipment used for any construction/improvement project shall be stored within the homeowner's property boundaries.

CONSTRUCTION APPLICATION RULES AND REGULATIONS

1. The Applicant shall comply with all building regulations of Oak Brook and DuPage County.
2. The Applicant shall maintain accessibility to all houses in Association and shall not impede traffic. In order to ensure accessibility, the Applicant shall require all contractors to park their vehicles on one side of the street. No cars shall be parked within ten feet of driveways and mailboxes. The Applicant shall ensure that all parked vehicles do not prevent neighborhood vehicles to pass including school buses,

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garbage trucks, delivery trucks and other vehicles. The Applicant will immediately comply with any parking requests made by the Association to maintain accessibility in the neighborhood.

3. The Applicant will be responsible for daily cleaning of the street. This includes all dirt, mud, gravel and other debris from the construction site.
4. The Applicant is responsible for litter control and cleanup. During the entire construction, all construction debris shall either be dumped in an appropriate container from a regulated waste disposal company or maintained in the interior of the house not visible from the street or exposed to the elements. There shall be no dumping of construction debris on the lot.
5. The Applicant shall provide for a portable toilet immediately after completion of excavation of the foundation until the house is connected to the sanitary sewer system. The portable toilet shall be placed as far back from the street and at least 20 feet from the side property lines.
6. The Applicant shall install a gravel mat on the subject property of a size and in a location sufficient to wash down all vehicles on the subject property and to cause dirt and mud to be removed from the tires of such vehicles. The gravel pad shall not cause any nuisance or inconvenience to adjacent property including the Homeowners Association. The Applicant will obtain a temporary water connection from the Village of Oak Brook to ensure that the dirt and mud control is achieved.
7. The Applicant will not operate heavy equipment (defined hereafter) except between 8:00 A.M. and 6:00 P.M. Monday through Friday and 8:00 A.M. and 3:00 P.M. on Saturdays. No heavy equipment shall be operated on Sundays or Federal holidays. Heavy equipment shall mean bulldozers, jackhammers, pile drivers, power hammers, chain saws, graders, riveters, earth-movers, tree and stump grinders, trenchers, cement mixers, tractors, power hoists or derricks, demolition balls, power shovels, trucks, power equipment on wheels or traction chains, and any other equipment determined by the Homeowners Association.
8. The applicant can use tools other than heavy equipment at any time within a fully enclosed structure. Use of tools other than heavy equipment outside a fully enclosed structure shall be prohibited between the hours of 8:00 P.M. and 8:00 A.M. and on Sundays and Federal holidays.
9. The Applicant will be responsible for particulate control including dust at all times by thoroughly saturating all portions of the structure and the surrounding property affected by the construction with water. The water supply shall be a temporary connection from Village of Oak Brook.
10. The Applicant will limit the noise associated with the construction. No person shall operate or cause to be operated any radio, phonograph, telecommunications device, or other subject object at such a volume or in any other manner that would cause a nuisance or a disturbance to any person.
11. The Applicant will comply with any other reasonable additional regulations promulgated by the Homeowners Association that arise from the construction.

APENDIX "A"
BROOK FOREST COMMUNITY ASSOCIATION

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

BROOK FOREST PERMIT APPLICATION

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

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: _____

Revised October 26, 2015

Permit Number: _____

Date Issued: _____

Brook Forest Community Association

Agreement for New Construction or Alterations to Existing Construction

As a property owner or prospective homeowner, I/We have read the current BFCA Architectural Review Committee Guidelines and Application forms and fully understand the requirements.

I/We understand that any exterior changes to the approved plans must be submitted to and approved by the Committee prior to implementing the change.

I/We understand that by signing this agreement, specific permission is granted to the Committee and/or its agents to enter the property at reasonable times to inspect for compliance.

I/We understand that the surface of the Common Property must not be damaged or disturbed during construction or used for other activities relating to construction without the written permission of the Committee.

I/We understand that mud and debris which accumulates on the street as a result of the construction must be removed promptly. If not removed promptly, the Association may have it removed and the cost charged to Me/Us.

I/We understand that to enforce its standards, the Association may seek injunctions from a court of law and other legal remedies.

Owner Signatures (all owners must sign)

Owner _____ Date _____, 200____

Owner _____ Date _____, 200____

Representative of Property Owner

I certify that I am an authorized representative of the above named property owner and have the power to act in his/her/their behalf. In addition, I have made the owner(s) aware of all the above stated requirements.

Representative _____ Date _____, 200____

Bond will be refunded upon notice to the committee that all construction has been completed to include landscape and restoration of any right of ways or common property.