GUIDELINES AND STANDARDS OF THE PRESTBURY CITIZENS ASSOCIATION ARCHITECTURAL STANDARDS COMMITTEE

I. PURPOSE.

Pursuant to the conditions, covenants, restrictions and reservations recorded in the office of the Recorder, Kane County, Illinois, affecting the Subdivision of Prestbury, Sugar Grove Township, Kane County, Illinois ("Covenants") there is hereby established the Prestbury Architectural Standards Committee ("Committee"). Pursuant thereto, no construction of any kind, including but not limited to: the erection or re-erection of any building; landscaping; the installation of any fence, hedge or similar structure; the erection or re-erection of any accessory building or structures; or the installation of any garage, driveway, parking area or similar structure, may occur until and unless the plans and specifications therefore have been approved in writing by the Committee. This Committee shall have the right to review all such plans and specifications and to accept or reject the same if, in the opinion of the Committee, they are not suitable or desirable for aesthetic or other reasons as set forth herein. Such plans and specifications shall be either approved or disapproved in accordance with the review procedures outlined herein. Approval or disapproval shall be based on exterior appearance, location, size and compliance with these Guidelines and Standards.

II. OBJECTIVES OF REVIEW.

In examining applications of design approval, the Committee shall be required to consider the various aspects of design, with special emphasis on the following objectives:

A. Landscape and Environment. To prevent the unnecessary destruction or blighting of the natural landscape or of the achieved man-made environment.

B. Relationship of Structures and Open Spaces. To ascertain that the treatment of built-up and open spaces is designed so that they relate harmoniously to the terrain and to existing buildings that have a visual relationship to the proposed development.

C. Design Compatibility. To insure that the proposed improvement is compatible with the architectural characteristics of adjoining property and the overall neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details.

D. Protection of Neighbors. To protect neighboring owners and users by making sure that reasonable provision has been made for such matters as surface water drainage, sound and sight buffers, the preservation of views, light and air, and other aspects of design which may have substantial affects on neighboring property.

E. Circulation. To determine that the proposal submitted facilitates appropriate pedestrian access, servicing and parking for all users including, where applicable, the handicapped, the very young, and the elderly.

III. PRINCIPLES AND CRITERIA USED AS STANDARDS.

A. The Committee shall evaluate all submissions on the individual merits of the application. Besides evaluation of the particular design proposal, this shall include consideration of the characteristics of the housing type and the individual site, since what may be an acceptable design of an exterior in one instance may not be for another. For example, exterior changes to townhouses due to their relative closeness to each other, usually are more noticeable and have more of an impact on adjoining properties than exists when dealing with a detached house.

Design decisions made by the Committee in reviewing applications shall not be based on personal opinion or taste. Judgments of acceptable design shall be based on the following criteria which represent in more specific terms the general standards applicable to the development.

1. Relation to the Natural Environment. Fencing in particular can have damaging effects on the feeling of open space. Other factors such as removal of trees, disruption of natural topography and changes in rate or direction of storm water run-off also adversely affect the natural environment.

2. Conformance with Covenants. All applications are reviewed to confirm that the project is in conformance with the Covenants.

3. Validity of Concept. The basic idea must be sound and appropriate to its surroundings.

4. 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.

5. Location and Impact on Neighbors. The proposed alteration should relate favorably to the landscape, the existing structure and the neighborhood.

The primary concerns are access, view, sunlight, ventilation and drainage. For example, fences may obstruct views, breezes or access to neighboring property; decks or larger additions may cast unwanted shadows on an adjacent patio or infringe on a neighbor's privacy.

When a proposed alteration has possible impact on adjacent properties, it is suggested that the applicant discuss the proposal with neighbors prior to making application. It may be appropriate in some cases to submit neighbor comments along with the application.

6. Scale. The size (in three dimensions) of the proposed alteration should relate well to adjacent structures and its surroundings. For example, a large addition to a small house may be inappropriate.

7. Color. Color may be used to soften or intensify visual impact. Parts of the addition that are similar to the existing house such as roofs and trim should be matching in color.

8. Materials. 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 should be reflected in an addition. On the other hand, an addition with wood siding may be compatible with a brick house.

9. Workmanship. Workmanship is another standard which is applied to all exterior alterations. The quality of work should be equal to or better than that of the surrounding area. Poor practices, besides causing the owner problems, can be visually objectionable to others. Poor workmanship can also create safety hazards. The Committee assumes no responsibility for the safety of new construction by virtue of design or workmanship.

10. Timing. The majority of alterations will be built or installed by the residents themselves rather than a contractor. However, 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 includes estimated completion dates. If such time period is considered unreasonable, the Committee may disapprove the application.

IV. SPECIFIC ARCHITECTURAL GUIDELINES.

A. FENCES

1. Extensions of existing fencing shall conform to the design and material standards established within the particular area of the subdivision.

2. Structural framing or an unfinished side or a fence varying from existing fence standards shall not be exposed to any public street, sidewalk, walkway, greenbelt, park, recreation area or neighboring lot.

3. Acceptable material for fencing:

   a. wood
   b. wrought iron (vertical bars)
   c. wood louvre
   d. wood panels
   e. masonry or stucco is acceptable, if materials conform to type, quality, color and character of masonry or stucco used elsewhere in the neighborhood.

   These materials are not all inclusive.

4. Unacceptable fencing materials:

   a. aluminum or sheet metal
   b. chicken wire or wire mesh
   c. galvanized or plastic chain link
   d. plastic webbing or plastic chain link
   e. corrugated or flat plastic or fiber glass sheets or panels;
   f. rope or other fibrous strand elements
   g. glass block
   h. miniature type fencing

   These materials are not all inclusive.

5. <u>Finish:</u>

   All original and new fencing shall be maintained in its natural finish or finished to match existing fence stains.

6. Fence heights shall not exceed four (4) feet.

7. Fence heights for pool enclosures shall be six (6) feet or the minimum standard as required by the Local and State authorities, whichever is less.

8. Repairs to fences are to be made to conform to the original construction and repairs need to be approved by the Standards Committee if different than original construction including hedges used as fences.

B. ROOM ADDITIONS, EAVES, BALCONIES, FASCIAS, AWNINGS:

Structural or material additions or alterations of the exterior of any building shall conform to materials, colors, character and detailing as established on existing dwelling.

C. EXTERIOR PAINTING:

Exterior re-painting on any dwelling or structure will be subject to review and approval by the Committee, unless the new exterior color is to be the same as the original exterior color, Committee approval will not be required.

This standard is not intended to restrict creativity, but to assure continuity of appearance.

D. LANDSCAPING:

1. Use of synthetic grass in the yard is prohibited.
2. Front yard and side yard landscaping shall be completed by the owner within **six** (6) months of purchase for new construction.

E. SWIMMING POOLS:

1. Location and type of pool shall require Committee approval. Drawings must indicate the location of pool and equipment, and the means of access to the proposed construction.
2. Caution: Pool construction, drainage and fencing will be required to conform to local building codes and health ordinances.
3. Above ground pools are not permitted.

F. PATIO STRUCTURES, SUNSHADES, ARBORS, TRELLISES AND GAZEBOS :

1. Structures in this section shall conform to the original architectural character of the existing dwelling.
2. Patio, sunshade, arbor, trellis and gazebo structures shall be of wood construction with the exception of vertical supports which may be of stucco or masonry. Composite materials or synthetic materials for patio decking, such as "Trex", "Eon", "Choice Dek" require a sample and/or brochure attached to the application plans.

3. The following materials may be used for the roof surfaces of the structures in this section:

   a. Materials matching the existing roof of the dwelling or garage;

   b. Glass (flat panels);

   c. Wood;

   These materials are not all inclusive.

4. Unacceptable construction materials for structures in this section:

   a. Metal or prefabricated structures of metal;

   b. Corrugated plastic;

   c. Corrugated fiberglass;

   d. Plastic webbing, split bamboo, reed or strawlike materials.

   These materials are not all inclusive.

5. Horizontal and vertical surfaces shall be stained or painted to match or tie in with colors used on dwelling.

6. In designing this addition, a minimum of intrusion upon neighbor's privacy should be given every possible consideration.

G. DRAINAGE AND FILL:

1. Gutters, downspouts or scuppers which are installed to control water shed from roofs shall be primed and painted to match adjacent surface color.

2. Caution: All lots shall be maintained in such a manner as to cause drainage of water to flow into adjacent streets or greenbelt drainage outlets and not upon adjoining property.

H. ANTENNAE AND SATELLITE DISHES:

1. Satellite dishes exceeding 39.5 inches in diameter are not allowed. Satellite dishes less than 39.5 inches in diameter are allowed but only with the approval of the Committee as to location on a lot.

2. Freestanding antennae of any description not attached to a dwelling or garage are prohibited.

I. FLAGPOLES:

Permanent flagpoles must be of a height, color and location appropriate for the size of the property and the background. Freestanding poles must be installed and maintained in a vertical position.

J. ORNAMENTAL STATUARY:

Ornamental sculpture or statuary must be located in rear yards and screened from view of neighbor, a public street or common open space, unless specially justified as being of exceptional artistic merit. All such ornamental statuary shall be subject to the Standards Committee approval.

K. SIGNS:

1. No sign of any kind shall be displayed on any lot or structure or from the windows of any structure except the following:

   a. One sign (wood or metal and professionally made) containing not more than five square feet advertising the property for sale or rent. A box for literature may be attached. The sign must be placed on the subject property and not in a common area or parking area.

   b. Professionally made "Open House" directional signs may be placed on the property or on the common ground or parkway only on the day of the event.

   c. Builders signs (new homes) must meet the following requirements:

      (1) wood or metal and professionally made.

      (2) Professionally made "Open House' signs may be placed on the property on common ground or parkway only on the date of the event.

      (3) Sign can be no larger than 4' x 4' and placed on property where home is under construction.

      (4) No more than 2 signs on property except when Model is open.

d. Developer signs must meet the following requirements:

(1) wood or metal and professionally made.

(2) Professionally made "Open House" signs may be placed on the property on common ground or parkway only on the date of the event.

(3) Sign can be no larger than 6' x 6' and located on the development site.

(4) No more than 2 signs on property except when Model is open.

e. Business advertising signs are not allowed.

L. WINDOW TINTING:

Windows may be tinted, but no reflective material may be used to create a mirror effect from the outside.

M. DRAINAGE IN CONNECTION WITH NEW CONSTRUCTION:

Surface or storm water must be channeled to prevent its flow onto another's property and to direct any excess flow into either natural or constructed drainage facilities or courses and public ways or common open space. Measures adequate to prevent erosion and siltation must be used both during and after any alteration of existing drainage patterns.

N. NEW BUILDING CONSTRUCTION:

1. Any project that involves more than one building will require detailed architectural plans and site layouts. Buildings must be sited so as to avoid adverse impact on others as related to drainage, shade, view and privacy. In partially developed areas, or sections that impinge visually on another, the architectural style and color of new construction must be compatible with or better than those predominating among existing structures. Bulk silhouette, roof slopes, materials, doors and windows, trim, construction methods and details must be similar or complimentary to each other.

2. All materials used in the construction of any structure must be new, except that non-new materials used for decorative purposes only may be used if approved in writing by the Committee.

3. No dwelling may be occupied until the exterior thereof shall have been completely finished, including not less than two coats of paint of equivalent type coating on all exterior paintable or coating surfaces. In the event weather conditions do not permit the completion of such required painting, a dwelling may be occupied after one coat of exterior paint or coating has been applied provided that the second coat of paint or coating is applied on or before June 1 of the next succeeding year.

O. SETBACKS:

1. SIDE YARDS: There shall be provided on every lot two (2) side yards, the total of which shall be twenty (20) percent of the lot width at the narrowest point of the lot at the front or rear building line, except that either side shall not be reduced to less than eight (8) feet, and must be approved by the Committee.

2. FRONT YARD: There shall be provided on every lot a front yard, the depth of which must be approved by the Committee.

3. REAR YARD: There shall be provided on every lot a rear yard, the depth of which must be approved by the Committee.

P. SIZE OF STRUCTURES:

The ground floor living area of each dwelling except multiple family units, exclusive and breezeways shall be:

1. LOTS 1 thru 114
   a. For one story dwellings - not less than 1600 square feet;
   b. For dwellings of more than one story - not less than 1000 square feet on the first story and not less than 1600 square feet total in entire building.

2. LOTS 115 thru 250
   a. For one story dwellings - not less than 1500 square feet;
   b. For dwellings of more than one story - not less than 900 square feet on the first story and not less than 1600 square feet total in entire building.

3. LOTS 251 thru 365
   a. For one story dwellings - not less than 1500 square feet;
   b. For dwellings of more than one story - not less than 1000 square feet on the first story and not less than 1600 square feet total in entire building.

4. LOTS 366 thru 371, 375 thru 387, 391, 409 thru 426 540, 541, 547 and 550
   a. For one story dwellings - not less than 1200 square feet;
   b. For dwellings of more than one story - not less than 1000 square feet on the first story and not less than 1400 square feet total in entire building.

5. LOTS 388 thru 390,396, 402 thru 406, 428 thru 478 482 thru 484 and 556
   a. For one story dwellings - not less than 2000 square feet;
   b. For dwellings of more than one story - not less than 1200 square feet on the first story and not less than 2000 square feet total in entire building.

6. LOTS 486, 487, 516, 517 and 518
   a. For one story dwellings - not less than 1600 square feet;
   b. For dwellings of more than one story - not less than 1000 square feet on the first story and not less than 1600 square feet total in entire building.

7. LOTS 488 thru 499
   a. For one story dwellings - not less than 2000 square feet;
   b. For dwellings of more than one story - not less than 1200 square feet on the first story and not less than 2000 square feet total in entire building.

8. LOTS 500-510
   a. For one story dwellings - not less than 1600 square feet;
   b. For dwellings of more than one story - not less than 1000 square feet on the first story and not less than 1600 square feet total in entire building.

Space below grade shall not be considered living area for purposes of this provision.

Q. GARAGES AND DRIVEWAYS FOR SINGLE FAMILY LOTS:

Access driveways and other areas for vehicular use shall be erected and maintained on every lot. Each lot shall contain not less than one enclosed garage with not less than two parking spaces, and two additional off-street parking spaces of not less than two hundred square feet each. Multi-family housing must provide one enclosed parking space and one off-street parking space per unit. The driveway may be counted in computing such space. All plans and specifications and materials for driveways, parking areas, culverts and pavement edging or markers must be approved in writing by the Architectural Standards Committee. Driveways must be completed within nine (9) months from application approval.

R. DECKS:

Decks must be compatible in design, material and color with the dwellings or buildings to which they are attached, and must be of durable construction. They must not impact the privacy of neighbors. Any wood part on or in the ground must be protected against rot by prior treatment with a wood preservative or imbedding in concrete.

Deck configuration should relate to the plan outline and window and door openings of the house where possible. Approval of other exterior modifications, such as new exterior door locations, which are part of the deck application is contingent upon completion of the deck.

S. MODIFICATIONS TO EXISTING DECKS:

Modifications of existing decks should provide continuity in detailing such as material, color and the design of railings and trim.

T. STORAGE SHEDS:

Free Standing Storage sheds are not allowed in Prestbury.

Storage sheds must be attached to the residence and constructed of same materials and colors of the residence. A description of the exterior specifying roof, siding and trim materials and colors must be submitted for approval.

The storage facility must be fully floored with a wood, concrete or other solid floor. A plat of survey should be submitted, locating the proposed facility in relation to the existing house and all adjacent property lines. The shed addition must be drawn to scale and fully dimensioned.

No Storage shed may exceed 10 feet in width and 12 feet in depth. Roof peaks may not exceed 12 feet high. The storage facility must be place in the rear yard area, so as to minimize impact on neighboring properties.

Send you submittal to the PCA Architectural Standards Committee.

U. HOT TUB SPECIFICATIONS:

All hot tubs must be submitted to the PCA Architectural Standards Committee for review and approval, prior to installation.

The following stipulations must be met:

1. Hot tubs must be located in the rear yard and be integrated into a deck or patio.
2. Appropriate landscape or privacy wall screening, not to exceed 6' and

constructed of same materials and color as house or deck, will be required if the hot tub is located in close proximity to adjacent properties or is visible from the street.

3. Cedar, 1" lattice screening will be required if any portion of the hot tub is visible below the deck floor.
4. All hot tubs must be equipped with a lockable cover.
5. Submission packages must include the following items:
   a. A fully dimensioned plat of survey of your lot indicating the exact location of the deck/patio and the placement of the hot tub on the deck/patio.
   b. Complete plans and specification for the hot tub. Manufacturer's brochure with photos, specification and descriptions of security locks, will be required.
   c. If the deck/patio on which the hot tub will be located is not already existing and approved, complete construction details of the deck/patio must be submitted.

V. RECREATION AND PLAY EQUIPMENT:

Recreation and play equipment must be located to the rear of dwellings, unless specially justified for location elsewhere. It must not obstruct the view of common open space from another property or a public street. Recreation and play equipment must be of an appropriate scale and approved color. Equipment utilizing natural materials is preferred.

W. GREENHOUSES:

Greenhouses must be attached to and located in the rear of dwelling units unless location elsewhere is especially justified. They must be compatible with the primary building shape, materials and color. They must not impair neighbor's view. They must be of durable construction. Corrugated plastic is not acceptable construction.

X. EXTERIOR LIGHTING:

Exterior lighting must be so located and directed and of such height and intensity that it does not adversely impinge on a neighbor's property or common open space or on the view from either. Exterior lighting fixtures must be compatible with the architectural design of the building or buildings they serve.

Security sensors are allowed, but subject to type and location of installation. Sensors should remain on only for a five minute period.

Y. RETAINING WALLS:

Retaining walls may be used to preserve trees, improve drainage patterns and defined areas. Walls should be kept as low as possible. Use of indigenous rock or wood treated to prevent rot in combination with appropriate landscaping is encouraged.

Z. DOG HOUSES AND RUNS:

Houses or other shelters for dogs must be completely screened from the view of neighbors or the public street or common open space and be compatible in materials and color with the owner's dwelling. Dog runs must be rendered unobtrusive by being erected inside solid privacy fencing painted to match their background or softened by landscaping or by combination of the above.

AA. CLOTHESLINES:

The use of clotheslines is prohibited.

BB. VEGETABLE GARDENS:

Written approval is not necessary for vegetable gardens provided the following conditions are fulfilled:

a. located between the rear line of the house and the rear property line.

b. its size does not exceed one-fourth (1/4) of the area described in "a" above.

Proper maintenance is required to prevent such plots from being unsightly.

CC. WATER AND SEWER CONNECTIONS:

All water and sewer connections must be made to the existing systems servicing the area. Wells and septic tanks are prohibited.

DD. CONDITIONS NOT INCLUDED:

Any condition or material not included within these guidelines shall become a matter of judgment on the part of the Committee and the Board of Directors.

V. APPLICATION PROCEDURES.

A. FORMAT:

Any application to the Committee for approval or consent pursuant to the Declaration shall be in such form as required by the Committee and shall be submitted to the Prestbury Citizens Association office at 15 Winthrop New Road, Aurora, Illinois 60506. These forms are available at the Association Office and must be submitted at least 30 days prior to the proposed start of construction.

B. FEES:

1. Application Fees:

The Committee in its discretion may charge the applicant fees, the amount of which is to be set by the Standards Committee, to cover the costs of review, inspection and hiring of professional consultants to review the application material and advise the Committee.

2. Developer Impact Fees:

The Committee in its discretion may levy against a Developer an impact fee to alleviate additional burden on the sewer and water systems serving the subdivision. Any such fees shall be maintained by the Association in a separate account and shall be used in connection with the sewer and water systems with the consent of the Village of Sugar Grove.

3. Damage Deposit:

Unless waived by the Committee, all construction of any kind shall require the depositing of $2,500.00 in cash or an irrevocable letter of credit in form acceptable to the Committee, to be utilized to repair any damage to the infrastructure or other subdivision improvements maintained or operated by the Prestbury Citizens Association as a result of such construction. Upon completion of all work without damage, such fund or letter of credit shall be returned to the depositing party.

C. TIME FOR ACTION:

1. A decision shall be rendered on any completed application properly submitted to the Committee within thirty (30) days of the date the application is filed with the Committee and deemed complete.

The thirty (30) day time period for approval shall not begin to run until the applications is considered complete. Failure of the Committee to take action on a completed application within such period shall be deemed approval of the application.

2. The Committee may approve, approve with conditions, disapprove or defer decision. Should any application be disapproved, the reason for such disapproval shall be set forth in the Notice of Decision.

3. The Committee shall notify the application of a decision by mailing a Notice of Decision to the applicant at the address set forth in the application. The chairman of the Committee shall also have a duty to post a Notice of Decision at the Prestbury Citizens Association office and to record in the minutes of the Committee the date and timing of such posting.

D. APPEALS PROCEDURE:

An applicant or any person aggrieved by the decision of the Committee may appeal from such decision to the Board of Directors of the Prestbury Citizens Association. Any appeal from action of the Committee must be taken within seven (7) days of the posting of the Notice of Decision in the Prestbury Citizens Association office and shall be in the form of a written Notice of Appeal transmitted on forms provided by the Committee.

E. TIME FOR COMPLIANCE:

Applicants shall be required to commence work on any application approved by the Committee within six (6) months of the Notice of Decision and to complete the work without any unreasonable delay. The failure of any applicant to comply with this provision shall render any approval of the Committee null and void.

F. MONITORING:

The Committee and any of its subcommittees shall have the power to monitor through its enforcement officers the progress of work by any applicant to insure the performance in accordance with the approval and consent rendered by the Committee. Where any applicant performs work in a manner which deviates from the approval granted by the Committee, he may be invited to appear at a Committee meeting and to show cause why his approval should not be revoked.

G. QUORUM OF THE COMMITTEE:

A Quorum for the conduct of any regular or special meeting of the Committee and any subcommittee thereof shall consist of a majority of its voting members.

H. WRITTEN CONSENT:

Any action required to be taken at a meeting of the members of the Committee or any subcommittee may be taken without a meeting if a consent, in writing, setting forth the action shall be signed by all of the members entitled to vote. All such written consent shall be filed with the minutes of the meetings of members.

I. NOTICE OF MEETINGS:

Regular meetings of the Committee, which are normally the third Tuesday of each month, may be held upon such notice or without notice an at such place as the Committee may determine. Special meetings of the Committee may be called by the Chairman upon request of two other Committee members. Two (2) days notice of any special meeting shall be given to each member, either in person or in writing. However, any requirement for notice of a regular or special meeting shall be deemed waived by the presence of a member at a meeting unless the member states to the contrary.

J. COMPENSATION OF MEMBERS:

The members of the Committee shall receive no compensation for services rendered other than reimbursement for expenses incurred by them in the performance of their duties hereunder.

K. NON-LIABILITY OF COMMITTEE MEMBERS:

Neither the Committee or any member of the Committee, the Board of the Association, nor their duly authorized representatives shall be liable to the Association or to any owner for any loss, damage, or injury arising out of or in any way connected with the performance of the Committee's duties hereunder, unless due to willful misconduct or bad faith. The Committee shall review and approve or disapprove all plans submitted to it for any proposed improvement, alteration or addition , solely on the basis of those criteria outlined in the Declaration as well as those contained herein. The Committee shall not be responsible for reviewing, nor shall its approval of any plan or design be deemed approved of any plan or design from the standpoint of structural safety or conformance with building or other code.

L. VARIANCE:

1. The Committee may authorized variances from compliance with any of the architectural provisions of the Declaration of other rules and guidelines of the Committee including, without limitation, restrictions upon height, size, floor area or placement of structures, or similar restrictions, when circumstances, such as topography, natural obstructions, hardship, aesthetic or environmental considerations may require. If variances are granted from the restrictions, such variances must be signed by at least two

members of the Committee and shall be recorded in the office of the County Recorder of Kane County, Illinois. If such variances are granted, no violation of the covenants and restrictions shall be deemed to have occurred with respect to the matter for which the variance was granted. The granting of such a variance shall not operate to waive any of the terms and provisions of the Declaration for any purpose except as to the particular property and particular provision hereof covered by the variance, nor shall it affect in any way the owner's obligation to comply with all governmental laws and regulations affecting his use of the premises, including but not limited to, zoning ordinances and lot setback lines or requirements imposed by any governmental or municipal authority.

2. NOTICE:

Whenever the application seeks a variance from existing Committee guidelines, the Committee shall mail adjacent property owners written notice of the variance sought along with a copy of the application, and information to allow the adjacent property owner to make timely objections to the application and an opportunity to respond to the application.

M. CONSTRUCTION PLANS:

1. Final plans should be submitted on 24"x36" maximum sheet size, be in the order stated below, and consist of the following information:

SHEET ONE : SITE PLAN
1" - 20' (minimum scale)

a. Show the existing topography and the proposed finish grades. The grading plan should include all drainage information including swales, retention areas and ditches. This grading plan will need to be approved by the Committee before any earth is moved on the construction site.

b. First floor and basement floor elevations should be shown with respect to the site grades.

c. Indicated driveway widths, drainage culverts, pipe and headwalls, curb cut, sidewalks, patios, air conditioning and garbage enclosure locations.

d. Show rear deck size with stairs to the lower grade.

e. Indicate the garage back-up distance, at least 28" (30" recommended), with a minimum of 3' between the edge of the driveway and the property line.

f. Show any extreme site conditions including terrain, trees to be retained and trees to be removed on the plan.

g. Show all the proposed structures, improvements and the proposed and actual setback lines.

h. Show the lengths, designs, height, finish and location of retaining walls. Walls are encouraged to be concrete and faced with the same finish as the exterior wall material of the home.

i. Attach the application form to the upper left corner of Sheet 1. All forms should be completely filled out and signed. Exterior color scheme and material selections must be submitted with the plans.

SHEET TWO: BASEMENT PLAN
1/4" = 1'0"

a. Walk-out basements should indicate windows, doors, patio areas, stoops deck columns, retaining walls, and all interior spaces.

b. All floor plans are to correspond with the site plan's orientation.

SHEET THREE: FIRST FLOOR PLAN:
1/4" = 1'0"

a. Indicate decks, patios, stoops, retaining walls, trash enclosures, air conditioning screening, front entry step sizes, materials and finishes, driveway areas and all interior spaces of the first floor.

SHEET FOUR: SECOND FLOOR PLAN:
1/4" = 1'0"

a. Indicate lower roof projections, roof overhangs, chimney locations and all interior spaces.

SHEET FIVE: ROOF PLAN:
1/4" = 1'0"

a. Indicate all roof areas and corresponding slopes.

SHEET SIX AND SEVEN: BUILDING ELEVATIONS:
1/4"-1'0"

a. Building elevations should be drawn along with floor

plans to match the site plan orientation.

b. Articulate "all" elevations, including hidden elevations, with finishes, window types, trims, and fascia details. Show the proposed finish grades against elevations, garbage screens, air conditioning location, screens, decks, rear stairs and the maximum height from the first floor to the uppermost roof peak (35" maximum). Also show the exterior post and rail system details.

SHEET EIGHT: SPECIFICATIONS AND SCHEDULES:
Scale as required.

a. Final construction specifications may be included on drawings or in book form on 8 ½ x 11" sheets.

b. Plumbing diagram must show the use of a 1" water meter and the installation of 2 water pressure gauge cocks.

2. The Committee will retain the final drawings for a maximum period of one hundred eighty (180) days subsequent to approval. If work has not started or a continuance not received by the owner or owner's agent within 180 days, the approval will then automatically expire.

3. Contractors are required to keep sites clean. No stockpiling of dirt or debris is allowed. Weekly clean up is required. Owners shall be responsible for damage to adjoining property or common areas. When notified of a problem, Owners shall have three (3) business days to respond before the work is performed by the Property Owners Association or Committee and deducted from the construction deposit. If the deposit is insufficient, the additional balance shall be collected from the property owner and shall constitute a lien against said property.

4. Upon completion of all development and construction improvements, the homeowner or builder must submit a survey to the Committee. This survey should be 1" =30' scale or larger and include a print and mylar sheet showing all existing site improvements.

5. At any time during the construction process, the Committee or its agents shall have the right to enter upon the property and take such actions as may be necessary to verify compliance with all approved plans.

N. STANDARDS COMMITTEE STRUCTURE:

The Standards Committee shall consist of a minimum of five (5) and a maximum of nine (9) members, all of whom shall be appointed by the Board of Directors of the Prestbury Citizen's Association.

The term of office shall be three (3) years for each member. However, said member shall serve at the pleasure of the Board of Directors and may be removed at any time by the Board of Directors.

Any vacancy that occurs on the Committee by reason of resignation or removal shall be filled by the Chairman of the Committee within thirty (30) days after such resignation or removal with the consent of the Board.

O. ENFORCEMENT PROCEDURES:

1. Any Violation must be reported to the Management Company. At a minimum, the complaint shall include:

   a. If a response to the complaint is requested, the name, address and phone number, of the complaining witness.
   b. The violator's name and address, if known.
   c. The specific details or description of the violation.

2. When a complaint is made, the offending Resident shall be notified of the alleged violation by the Board or its duly authorized agent. The resident will be requested to correct the violation.
3. Should the offending Resident fail to comply with the request, a second notification shall be made in a manner prescribed by the Board and offender will be requested to attend a hearing.

Following the hearing, the Board shall make a determination regarding the alleged violation. This determination shall be final and binding and may include a decision to impose sanctions against the offender and fine for the violation. The Fine Schedule is as follows.

   a. 30 days to remove or modify violation per modification specifications, or a fine of $25 per day assessed to Resident's account, on the first of the month.
   b. Should the offending Resident fail to appear at the hearing, they may be found in violation by default. In addition, all attorney's fees and other costs incurred by PCA in holding the hearing may be assessed against the Resident and added to their assessment account.

4. Should the offending Resident continue to repeat the violation, or fail to correct the violation, the Resident will be fined on a monthly basis, on the 25th of the month, until the violation is corrected.
5. Any Resident assessed hereunder shall pay any charges imposed within ninety (90) days of notification that such charges are due. Failure to make the payment on time shall subject the Resident to all of the legal or equitable remedies necessary for the collection thereof. All charges imposed hereunder shall be added to the Resident's account and collected in the same manner of assessments.

6. Notices are deemed served upon deposit in the United States mail, properly addressed and with postage prepaid.
7. The remedies hereunder are not exclusive, and the Board may, in addition, take any action provided at law, in equity, or in the Declaration to prevent and/or eliminate violation thereof or of any Rules and Regulations.
8. All expenses of the Board including attorney's fees and Court costs, incurred in connection with any violation under these rules shall be assessed to the account of the Resident responsible as a Common Expense. Should any Resident charged with a violation believe that he/she has been wrongfully or unjustly accused or charged hereunder, the Resident is required to submit written correspondence within ten (10) days after the Second Notice of Violation has been served.

P. NOTICE OF FILINGS WITH THE COUNTY:

The Standards Committee shall be given Notice of any applications submitted to the County or the Village of Sugar Grove for approval of any building permit. The Committee shall have the power to file objections with the County or Village opposing the property owner's request for a building permit where the Committee determines that a violation of its rules and regulations has occurred. The Committee further shall have the obligation where the Committee determines a violation has occurred to have a representative appear before the County Building Authority to object to the issuance of a building permit prior to any construction occurring. The Committee shall monitor permits being filed with the County for purposes of implementing this process.