

Willow Brook Estates
Community Association, Inc.
Units 1, 2, 3

Architectural Review Committee
Guidelines

2004
Revised: April 2005
Revised: July 2012

WBECA
Date issued: 7/04
Rev. issued: 9/2012

The Governing documents of Willow Brook Estates provide for a Board appointed Architectural Review Committee to ensure a high level of architectural consistency and harmony in the community.

Architectural Review Committee Rules & Guidelines:

Plans for all new construction and outside home improvements and/or additions must be submitted to the association's Architectural Review Committee (the Committee) for approval. The Committee has up to sixty (60) days to approve or reject submittals. Written approval must be received from the Committee and county building permits procured before any work is started. All plans or correspondence with the Committee should be hand delivered or faxed or mailed to:

Willow Brook Estates Community Association, Inc., Units 1, 2, 3
C/O HSR Property Services, LLC
7601 W. 191st St., Suite 1E
Tinley Park, IL 60487
Phone: (815) 806-9990
Fax: (815) 806-9994

- 1.** All plans for new home construction, major improvements and/or additions must be submitted with construction drawings showing front, side, and back elevations; plot plan showing the location of the home and driveway on the lot, samples of brick, roof shingles, and color charts for exterior stain or paint and roof color. These submittals become property of the association for comparison to installed materials during construction.
- 2.** Plans for exterior home improvement and/or additions to existing buildings should include construction drawings and samples the same as for new construction. For simple home improvements, a drawing or sketch with a list of materials to be used should be submitted. (i.e. concrete patio, rebuild driveway, etc.)
- 3.** For all new construction, the property owner is responsible for insuring that the contractor places a dumpster and a port-a-potty on the property at the start of the construction and removes them as soon as construction work is finished. Builders are not allowed to burn scrap construction materials.

4. Cost of repair for any damage to private and/or common area landscaping will be charged back to the property owner responsible for the damage if not brought back to original condition within a reasonable time.
5. All new and replacement fences must have approval of the Committee. In order to maintain the open flavor of the community, fences are not allowed except to surround swimming pools for safety. Swimming pool fences must meet state and county code requirements. Ornamental see through fences made of iron, aluminum, vinyl of an approved color are allowed to surround the swimming pool and associated recreational areas immediately adjacent to the pool. Enclosure of the entire rear yard is not allowed, effective September 2012. Except for enclosures around pools and/or tennis courts, privacy fences are not allowed, effective September 2012. Small areas can be fenced for a dog run; however, a plot plan showing its location on the property must be submitted to the architectural review committee for approval. The design of all fences must also be submitted to the Committee for approval. Dog runs and above the ground pools must be camouflaged by landscaping large enough and dense enough at maturity to hide the enclosure.
6. Front lawns must be sodded or have a minimum of ½ inch of black topsoil installed before seeding. A landscaping plan must be submitted with all plans for new home construction. Failure to install a front lawn before the end of the first growing season may result in a fine. Landscaping should be completed no later than the following spring or summer of occupancy.
7. Plans for storage sheds must be submitted for approval. Sheds must be placed in the rear yard and must be of wood or approved vinyl exterior siding construction. Approved, pre-molded plastic and metal sheds are not allowed. The front of the shed must be placed behind the rear building line of the home. All auxiliary buildings must be placed a minimum of 10 feet from any property line. Pre-molded plastic containers may be used for garden tools if hidden from view. All sheds also require a County permit
8. Plans for pool houses and /or cabanas must be submitted for approval to the Willow Brook Homeowners Association Architectural Review Committee. If plumbing and/or electrical lines are to be installed, a plot plan must be submitted showing plumbing/electrical lines from the home to the pool house. A County permit is also required.
9. The exterior of all buildings must always be kept in a good state of repair, including items such as but not limited to, exterior paint, garage doors, fences and walls, etc. Every owner is also expected to ensure all landscaped areas are kept neat and well maintained at all times. Any work which alters the exterior appearance of the home, including its color, must be approved by the Board or the Architectural Review Committee before work begins. Before undertaking any project affecting the exterior of your home, it is necessary to

complete a written application and submit it to the Board. The forms can be obtained from the Board or the Management Company. Homeowners are responsible for painting the exterior of their homes. It is recommended that each homeowner paint their wood siding and trim every 3 years. In the event that the Board's Architectural Committee must give you a notice to paint, you will have a 90-day time frame in which to complete the painting of your home or portions of your home, weather permitting.

- 10.** All deck plans must be submitted for approval prior to construction. Footings should have concrete bases placed a minimum of 42 inches below grade to insure they are below the frost line.
- 11.** No work of any kind may create any obstruction to natural drainage, or create wet areas. All such work must be corrected by the lot owner causing the problem. An owner causing such an obstruction may be liable for damages incurred.

The decision made by the Architectural Review Committee on all plans submitted for review will be sent to the owner by certified mail, return receipt requested. If the envelope is returned unclaimed by owner, the project is automatically rejected.

The Architectural Review Committee is responsible for maintaining the architectural character and beauty of the community. Based on the authority given to the committee in the covenants (See Declaration of Protective Covenants and Bylaws of Willow Brook Estates, Article IV, Number 13, Page 5 and Article V, Number 2, Page 7.) and by the board of governors, the committee reserves the right to reject any plan or plans which they deem not complementary to the character of the community.

Any property owner may file a formal complaint if they feel a property owner within Willow Brook Estates Unit 1, 2, 3 has violated the rules of the community.

All complaints must be made in writing to:

Willow Brook Estates Community Association, Inc., Units 1, 2, 3
C/O HSR Property Services, LLC
7601 W. 191st St., Suite 1E
Tinley Park, IL 60487

A copy of the Complaint Procedure and associated forms are attached.

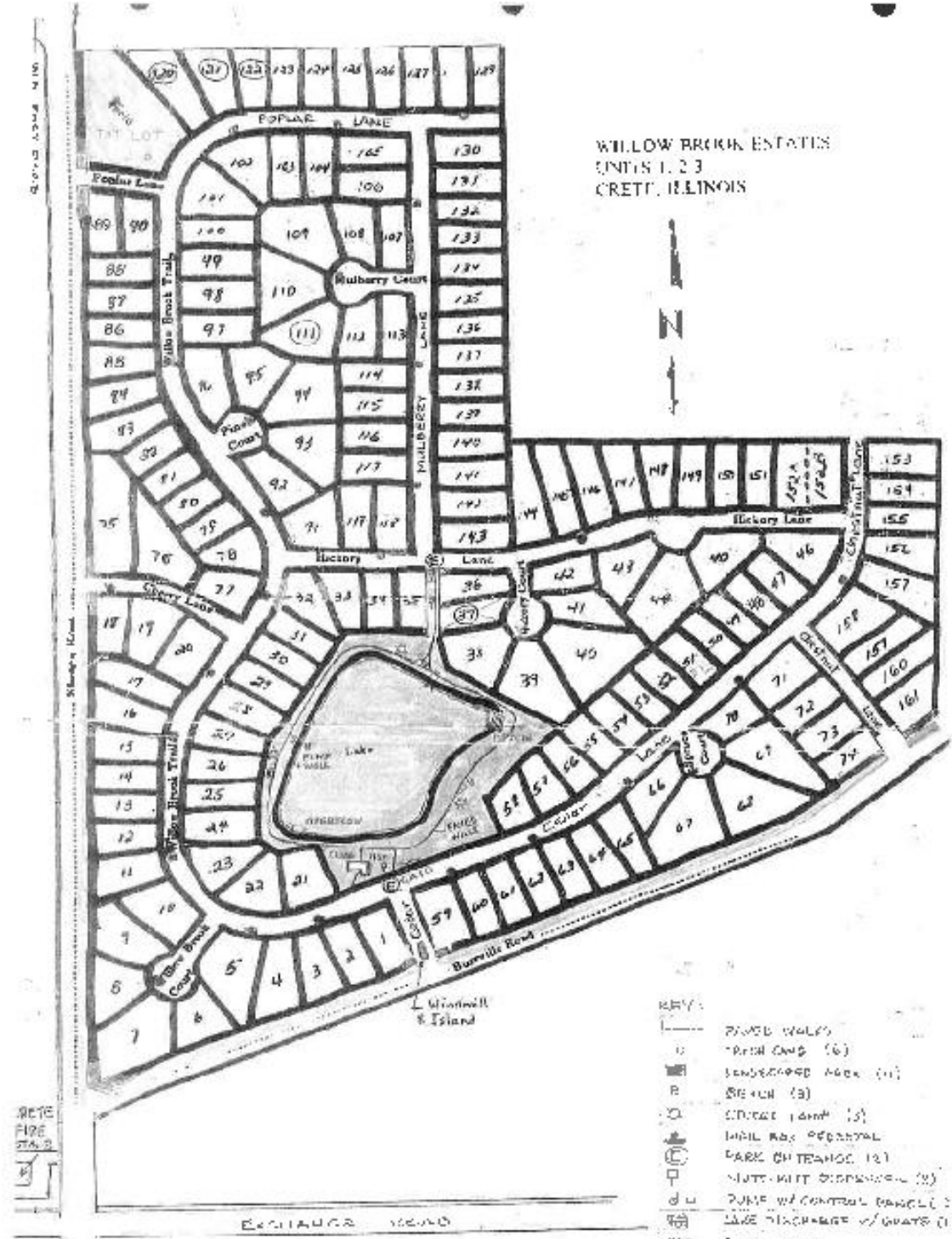
IMPORTANT: The association will send written notices to the property owners in violation of association rules. The property owner then has 14 calendar days to respond to the violation and either submit a plan and schedule to correct the violation or request a meeting with the board of governors. **NOTE:** Failure to respond to a violation notice and to correct the problem within agreed time frames will result in a fine of \$ 100.00 per month until the violation is adequately corrected. It is not the intention of the association to collect fines, but to get the violation corrected. The board will only use the fine as a last resort if the property owner is unresponsive to the violation and fails to take action to correct the problem.

Revised: April 2005

Revised: July 2012

200' 0" 100' 4" 100'

WILLOW BROOK ESTATES
UNITS 1, 2, 3
CRETT, ILLINOIS



NOTE
PIPE
STAIRS

- KEY:
- PAVED WALKS
 - ☐ TRASH CANS (6)
 - ☐ BENCHES (3)
 - ☐ DIRECT LAMP (3)
 - ☐ LAMP W/ RECEPT
 - ☐ PARK CHAIRS (12)
 - ☐ MULT. USE DISSEMIN. (2)
 - ☐ PUMP W/ CONTROL PANEL (1)
 - ☐ LAKE DISCHARGE W/ GATE (1)
 - ☐ LAKE BRAC
 - ☐ EMPTY LOTS (8)

WILLOW BROOK ASSOCIATED COMMUNITY ASSN., INC.

Prepared by: [Signature]

**WILLOW BROOK ESTATES COMMUNITY ASSOCIATION, INC.
UNITS 1, 2, 3**

**REQUEST FOR APPROVAL BY:
ARCHITECTURAL REVIEW COMMITTEE**

Address of Property: _____ Lot No. _____

Owner's Name: _____

Phone Number (Residence) () _____

Phone Number (Work) () _____

Phone Number (Fax) () _____

Describe the nature of the work to be done:

Attach all pertinent information:

- Plat of survey
- Architectural drawings
- Specifications
- Samples and/or color charts
- Other

For office use only:

Request received by: _____ On: _____

Request: _____ Approved _____ Denied _____ Date: _____

Review decision sent to owner on: _____ By: _____

**WBECA Form #004
Date issued: 7/04
Rev.0**

Willow Brook Estates Community Association, Inc. Units 1,2,3 Tour Report

Name _____ Address _____ Lot _____ Inspection Date _____

NOTICE OF VIOLATION HEARING

Date _____ Time 5 p.m.—7 p.m.

- IT IS REQUIRED THAT YOU ATTEND THIS HEARING AND SHOW PROOF (PICTURES, RECEIPTS) OF COMPLIANCE TO INDICATED VIOLATIONS.
- COMPLIANCE IS REQUIRED WITHIN 10 DAYS OF THIS NOTICE. **FAILURE TO DO SO CAN RESULT IN FINES.**

The following item(s) need your attention. Please correct the items noted. If you have any questions, please contact Barbara Fentem at our Management Company. 815-806-9990, Ext: 16.

LANDSCAPE MAINTENANCE

- Lawn needs to be cut. Please cut regularly.
- Lawn needs trimming around all the edges
- Lawn needs to be upgraded: Eliminate weeds, fertilize
- Eliminate all weeds from planting beds, driveway, walks, fence lines, etc.
- Prune shrubs
- Prune trees &/or remove dead branches
- Cut grass &/or remove weeds in drainage ditch
- Improve flow of water in drainage ditch, check entrance and discharge at driveway
- Store garbage cans out of sight from street
- Do not put garbage out more than 24 hours before pickup
- All garbage must be in containers or firmly bundled
- Do not leave grass clippings, leaves and other matter on street
- Other: _____

DRIVEWAY

- Remove stored vehicle from driveway _____ **Will County Code Sect.8.13**
- Repair/replace light fixture(s) on lamp post
- Straighten/Repair/Replace lamp post
- Coat driveway with blacktop sealer
- Repair driveway surface
- No commercial vehicle may be parked in driveway overnight
- Other: _____

BUILDINGS

- Paint all wooded surfaces on house/shed
- House needs repair _____
- Make house number more visible. This is important if you should need emergency services such as fire trucks, ambulance, etc.
- Roof needs repair
- Clean gutters
- Repair/replace gutters
- Other: _____

MISCELLANEOUS

- Reduce noise level
- Keep animals contained on your property
- No more than 2 animals allowed on one lot
- No off road vehicles allowed on streets or common areas
- Other: _____

OVERALL APPEARANCE

The overall appearance of your property as compared to Willow Brook standards:

- Great
- Good but needs work
- Fair; Needs lots of work
- Poor; please come talk to us about it. Please refer to hearing date.

WEBCA 7.11
First used: July 2011
Revised: July 2012

Note to Residents

Our management group conducts regular tours of the community to identify items which need to be improved/corrected. The purpose of these tours is to see that Willow Brook Estates is maintained at the high standards outlined in the Covenants. The objective is to keep the standards, and thereby, the value of our community at a premium level. This is for the benefit of all homeowners.

If you are new and are not familiar with the Covenants and the Rules and Regulations, be sure to contact our management company or a member of the Board of Directors for a copy. Any Board member will gladly review them with you. Be sure to read and understand them. Failure to respond to these notices could result in fines. *The Board prefers not to issue fines.*

Willow Brook Estates Community Association, Inc., Units 1,2,3

Willow Brook Estates is a unique residential community made so by its almost complete isolation from its neighboring communities by woods and large private parcels; by the unique individual architectural design of each home; its spacious wooded and semi-wooded lots; its three lakes; its parks, and the open nature of the community.

The WBECA Board of Directors, empowered by the Covenants, strive to insure the proper use and appropriate development and improvement of Willow Brook Estates and every part thereof; to protect the owners of property therein against such improper use of surrounding lots as may depreciate the value of their property; to guard against erection thereon of buildings and other structures built of unsuitable materials; to insure adequate and reasonable attractive improvements thereon; with appropriate locations thereon to prevent haphazard and inharmonious improvement; to secure and maintain proper setbacks from streets, and adequate free spaces between structures; and in general to provide adequately for a higher type and quality of improvement in Willow Brook Estates; and to insure desired high standards of maintenance and operation of community facilities and services benefitted to all owners of property by maintaining and promoting the desired character of the entire Willow Brook Estates and convenience to all residents.

(An excerpt from the Covenants)

All hearings are conducted at the John E. Ebner Community Center
at
Cedar Lane & Willow Brook Trail

WEBCA 7.11

Tour Report Page 2
First used: July 2011

WILLOW BROOK ESTATES COMMUNITY ASSOCIATION, INC.
UNITS 1, 2, 3
Crete, IL 60417

VIOLATION NOTICE

Current Owner and/or Resident _____

Address _____

Date /Time Issued _____

Please be advised that you have committed a violation against the Willow Brook Estates Community Association, Inc., Units 1,2,3. Listed below is the information concerning this violation.

Violation(s)

Violation(s) Must Be Corrected By (date) _____

**Thank you for your prompt attention to this matter. Your cooperation is appreciated.
If you have any questions, please call me at my office : 1-815-806-9990 Ext 16**

**Barbara Fentem
Property Manager
HSR Property Services, LLC**

Note: Failure to comply could result in:

**A \$250.00 non-compliance fine;
\$50 to \$150 per month until the violation is removed, and,
All Legal Fees that could result in collecting fines.**

**WBECA 05.06
Rev. June 2008
Rev. 2 May 2010**

COMPLAINT PROCEDURE

In the event an Association member has a complaint with regard to the conduct of another lot owner, tenant, or tenant's family members or guests of owner or tenant, the following shall apply:

1. The Association member may attempt to resolve the complaint by himself.
2. Some regulations of the Association are identical to ordinances of the Will County and/or the Township of Crete. Such violations should be reported immediately to the proper authorities. It is the owner's responsibility to become familiar with all State, County and Township codes and ordinances.
3. A written complaint must be presented to the President of Willow Brook Estates Community Association, Inc., Unit 1, 2, 3 clearly stating the alleged violation indicating what part(s) of the Declarations, Bylaws or Rules and Regulations has been violated, the responsible party or parties; the dates and times of the incident, etc. The attached Violation Complaint Form WBECA # 002 may be used.
 - A. Any complaint, which alleges a violation of the Declarations, By-Laws or Rules and Regulations shall be made in writing and shall contain substantially the same information as that set forth in the Violation Complaint attached hereto. Minimally, the complaint shall set forth the following:
 - i. The name, address and phone number of the complaining witness.
 - ii. The Owner's name, address of the property where the person or Resident complained of resides or the guest was visiting.
 - iii. The specific details or description of the violation, including the date, time and location where the violation occurred.
 - iv. A statement by the complaining witness that he or she will cooperate in the enforcement procedures and will appear as a witness at a hearing or trial if requested by the Board of Directors.
 - v. The name, signature, address, and phone number of the complaining witness and the date on which the complaint was signed by the complainant.

The Association recommends that photographs or tape recordings be made if possible to illustrate the nature of the violation. Any such photographs or tapes should be sent with the Violation Complaint or forwarded as soon as possible. The name of the person who took the photograph or made the tape and the date on which it was made should be included.

On receipt of a complaint, the Board of Directors will communicate to all parties involved, in writing that a complaint has been lodged and will be heard by the Board of Directors.

VIOLATION COMPLAINT

WILLOW BROOK ESTATES COMMUNITY ASSOCIATION, INC., UNITS 1, 2, 3

PLEASE PRINT OR TYPE. Complete all the information you know. If unknown, please state so. Attach additional sheets if necessary.

INFORMATION CONCERNING WITNESS(ES) TO VIOLATION

Witness's Name	Address	Phone No.
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Names, Addresses and Phone Nos. of any other witnesses

INFORMATION CONCERNING VIOLATION

Violation Date	Time	Location
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Section(s) of Declaration, Bylaws or Rules & Regulations violated

Witness's Observations:

Were any photographs, video tapes, or sound recordings made? Yes [] No []

By Whom? _____

Include all sound/video tapes and/or photographs with this form or forward as soon as possible. Include the name of the person who made the tape or photograph, the date it was made, and the name of anyone else who was present.

I HAVE MADE THE ABOVE STATEMENTS BASED ON MY PERSONAL KNOWLEDGE AND NOT UPON WHAT HAS BEEN TOLD TO ME. I WILL COOPERATE WITH THE ASSOCIATION AND ITS ATTORNEY TO PROVIDE ADDITIONAL STATEMENTS OR AFFIDAVITS. I AGREE TO APPEAR AS A WITNESS AT A HEARING AND/OR A TRIAL IF REQUESTED BY THE BOARD OF DIRECTORS.

Signature	Date signed
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**WBCEA Form # 002
Date issued: 7/04
Rev. 0**