

# Memo

TO: Residents of Americana Estates

FROM: Architectural Review Committee  
Americana Estates Homeowners Association

DATE: June 1, 2020

RE: Exterior Modification Request Form for Existing Homes

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Please find enclosed the new Exterior Improvement Request Form for Americana Estates.

We'd like to share our thoughts regarding the responsibilities and objectives for the Architectural Review Committee.

Article 8 of the recorded Declaration of Covenants, Conditions, Easements and Restrictions ("the Declarations") for our community requires that the Americana Estates Homeowners Association via its Architectural Review Committee (the "Committee") approval all modifications or additions to the exterior of a home or lot in Americana Estates.

The Committee is charged with this responsibility to:

1. ensure compliance with our specific covenants regarding pools, fences, etc.,
2. to avoid monotony and ensure the harmony of adjacent homes, and
3. to protect the overall character and quality of our community.

The Committee recognizes each homeowner's desire to improve and/or maintain its property. Please be assured that the committee members' personal style preferences will not influence the review of your exterior improvement request. It is our goal to maintain a residential community of the highest possible quality and to protect the aesthetic integrity of each home/lot.

Our management company, Foster Premier, has informed us that a 30 day timeframe for response is typical for an HOA Architectural Review. Nonetheless, the Committee will endeavor to respond to your request as quickly as possible. Our goal is to respond within 5 business days.

The Committee's objective is to protect and preserve the quality and integrity of the neighborhood for the benefit of all residents while not unreasonably interfering with any individual resident's desire to make exterior modifications as quickly and efficiently as possible.

Submitting your request for approval as soon as the necessary information is available would be appreciated and mutually beneficial.

Please contact the Committee Chairperson, Susan Prock, if you have any questions or concerns. Her contact information is 630.779.2650 and/or sprock@focusinvestments.com.

# Architectural Review Committee

## Exterior Improvement Request

**Contact Information:**

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Checklist:**

- Completed Exterior Improvement Request Form (required)
- Plat of Survey (project drawn with dimensions)(when required)
- Vendor Catalog Photo or Supplier's Drawing
- Color & Material Samples
- Village Permit      Required ? \_\_\_\_ (Y for Yes; N for No)

**Brief Project Description:**

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**Estimated Start Date:** \_\_\_\_\_ **Estimated Time for Completion** \_\_\_\_\_

**Work Completed By:**     Owner     Contractor:    Name & Phone: \_\_\_\_\_

**Location of Project (Check all that apply):**

Front of House     Back of House     Side(s) of House     Roof     Garage     Patio/Deck     Landscaping     \_\_\_\_\_

The following list is not intended to limit the Committee's approval, but to assist residents.

**If your project is not listed below and not addressed on the addendum [Additional Rules & Regulations, Page 2] please submit this form.**

Exterior Painting (siding, windows and doors) DOES require approval, **unless painting the same color.**

Exterior Door and/or Window Replacement DOES require approval, **unless replacing with the same style and color.**

Roof Replacement DOES require approval, **unless replacing with an architectural grade (no 3-tab) shingle in a commercially available color .**

Deck/Patio/Gazebo/Pergola Installation DOES required approval.

Swimming Pool Installation DOES required approval (See Section 3.13 of the Declarations).

Fence Installation DOES required approval (See Section 3.15 of the Declarations).

**Landscaping additions that DO NOT require approval include: addition of trees, shrubs, perennials and/or annuals, etc. to existing landscape beds.**

**Pursuant to Article 8 of the recorded Declaration of Covenants, Conditions, Easements and Restrictions ("the Declarations") for the association, all modifications or additions to the exterior of a home or lot in Americana Estates must be reviewed and approved prior to commencement by the Architectural Review Committee (the "Committee"). Please include all information needed to fully describe the type of modification you are submitting for approval. [For example, most submittals will required a Plat of Survey of your home and lot indicating the location of the addition/ modification and the distance to all property lines. Complete construction details are required for decks, patios, gazebos, fences, room additions, etc. Change of exterior colors (roof, siding, doors, windows, etc.) will require a color sample.]**

**I/We understand that the Committee will act on this request within 30 days of receipt and contact me in writing regarding its decision. I agree not to begin the exterior improvement without written approval from the Committee. I/We understand that all construction must meet Village of Bolingbrook building codes and that the Committee's approval do not override those building codes, but rather supplement them. I/We will submit a copy of any applicable Village Permit to the Committee. I/We accept full responsibility for the upkeep, maintenance, and/or replacement of the improvement/ modification and do hereby hold the Committee and the Association harmless against all claims.**

**Homeowners Signature(s):** \_\_\_\_\_

**Submit by mail to: Americana Estates Homeowners Association  
456B N.Weber Road, Romeoville, IL 60446;**

or scan and convert to PDF and email to [board@americanaestatesbb.net](mailto:board@americanaestatesbb.net) with a copy to [kperconti@fosterpremier.com](mailto:kperconti@fosterpremier.com)

**Americana Estates Homeowners Association  
Architectural Review Committee  
Additional Rules & Regulations**

In lieu of specific approval by the Committee, the Committee has established the following rules and regulations for the following items. So long as the homeowner complies with the following rules and regulations, prior written approval by the Committee is not required.

**Tree Installation:**

- A. Tree must be at least 2" Caliper in Size**
- B. Location of tree must allow adequate space for mature growth; avoid planting too close to your home and too close to the property line.**
- C. Tree must have a landscape bed at its base commensurate to the tree size (grass may not grow to trunk)**
- D. Tree species may not be invasive or a nuisance for neighbors; prohibited trees include:**
  - 1. Weeping Willows**
  - 2. Silver Maple Trees**

**Tree Removal:**

- A. Compliance with Village of Bolingbrook Permit Requirements.**
- B. Fines are significant; please use the following link to obtain the permit: [https://www.bolingbrook.com/forms\\_permits](https://www.bolingbrook.com/forms_permits). See Public Works & Engineering; Tree Removal Permit Application & Info.**

**Satellite Dish Installation:**

- A. Satellite dish may not be more than 24" in diameter.**
- B. Satellite dish must be attached to the house on the rear elevation.**
- C. Freestanding antenna structures are prohibited.**

**Solar Panel Installation:**

- A. Compliance with Village of Bolingbrook Permit Requirements (if applicable).**
- B. If possible, the solar panels should be installed on the rear roof elevation.**

**Back-Up Generator Installation:**

- A. Compliance with Village of Bolingbrook Permit Requirements (if applicable).**
- B. Generator must be installed on the property's side or rear elevation (no front elevation).**
- C. Generator must be screened from view by landscaping (regardless of location in side or rear).**

**Basketball Hoop Installation:**

- A. Cannot be permanently place in parkways, sidewalk or other common areas such as cul-de-sac island.**
- B. If not permanent, must be stabilized with manufacturer approved/furnished products (e.g. filling the base with proper liquids or sand). Cannot stabilize by using bricks, rocks, sand bags or other unsightly objects.**
- C. Must be property maintained; any HOA noted disrepair must be repaired, removed or replaced.**