

CRYSTAL TREE ARCHITECTURAL GUIDELINES

**Crystal Tree Homeowners' Association
2009**

CONTENTS

- Board of Directors Architectural Vision 3**
- Procedural Guidelines for Homeowners 4 - 5**
- Architectural Design Guidelines**
 - Exterior Decks and Decking..... 6**
 - Patios, Sidewalks, Driveways or Special Appurtenances..... 7**
 - Gazebos 8**
 - Exterior Fireplaces, Grills and Whirlpools 9**
 - Entrance Gates, Retaining Walls or Decorative Fence Segments 10**
 - Garage Doors 11**
 - Roofing and Installation 12**
 - Window and Patio Door Replacements 13**
 - Exterior Entrance Doors 14**
 - Gutters 15**
 - Exterior Siding and Wood Trim 16**
 - Mechanical Installations 17**
 - Satellite Dishes 18**
 - Skylights and Sun Tunnels 19**
 - Storm Doors 20**
 - Retractable Awnings 21**

Board of Directors Architectural Vision

For the past 19 years, the Crystal Tree Board of Directors and its Architectural Committee have administered the original architectural criteria prepared by the developer. As time has passed and new building products have appeared, the Directors have decided to update these criteria to new Architectural Guidelines.

These new guidelines will control the exteriors of all townhomes, which will include the buildings, landscaping, and vistas. These guidelines will form a living document that may be adjusted from time to time as the Board deems necessary and adjustments are integrated by reference in the master documents.

The Board is using both written guidelines and associated pictures to assist our homeowners in preparing their submissions for requested replacements or design changes.

Architectural approval is necessary prior to the homeowner submitting for a Village of Orland Park building permit.

Procedural Guidelines for Homeowners

If you are contemplating exterior repairs, building component replacements, or additions to your residence, you are required to submit documents depicting the proposed changes, with the necessary backup material, to the Architectural Committee for approval.

These submissions shall pertain to all exterior components, some of which are listed below:

- ❖ Windows, doors or screen doors
 - ❖ Exterior painting
 - ❖ Roofing, gutters, flashing
 - ❖ Garage doors
 - ❖ Exterior siding
 - ❖ Landscaping, lighting and appurtenances
 - ❖ Sidewalks, patios or any special hardscape
 - ❖ Wood decks
 - ❖ Connection of downspouts and the diversion of exterior water
 - ❖ Retractable awnings, temporary screening, gazebos
 - ❖ Exterior fireplaces and grills
 - ❖ Exterior whirlpools
 - ❖ Relocation of mechanical hookups or air conditioners
 - ❖ All installed exterior materials
- Note:** The homeowner shall maintain personal landscaping as acceptable to the Board of Directors.

Submissions for these change requests shall be as follows:

- ❖ The homeowner shall give the proposed construction contractor copies of the Crystal Tree Architectural Guidelines for their review. The homeowner may wish to incorporate these guidelines as part of the existing contractor/owner contract.
- ❖ The homeowner shall be required to submit change order applications listing their revisions, adjustments, and material selection. These blank applications are available at the Property Manager's office.
- ❖ The contractor and homeowner should prepare all the necessary drawings and documents for submission to the Architectural Committee. Upon the committee's approval, the homeowner will then apply for approved building permits from the Village of Orland Park.

- ❖ Required documents should consist of, but not be limited to, the following:
 - ✓ Survey (if required), site plan showing all easements, property lines and proposed construction, dimensions from the property line, adjacent structures, decks or patios. Exterior photograph if warranted.
 - ✓ Drawings of proposed decks and components.
 - ✓ Drawings of additions, gazebos, patios, private walks, or appurtenances to the main structure.
 - ✓ Material brochures, samples if required, color selections.
 - ✓ All necessary Crystal Tree Homeowners' Association forms.
- ❖ The building owner should submit a copy of the prepared documents to the Crystal Tree Property Manager for processing and review.
- ❖ The Architectural Committee shall have 30 days to review these documents and will then send the homeowner a letter of approval or disapproval. In the event of disapproval, the deficiencies shall be noted.

Once a homeowner has received a letter of approval from the Crystal Tree Homeowners' Association Architectural Committee, the following steps must be taken as listed below:

- ❖ When you receive the Architectural Committee's approval, the homeowner must then submit those plans and other village requirements to the Village of Orland Park for building permits. The submission should include a copy of the Architectural Committee's letter of approval.
- ❖ A copy of the contractor's insurance certificate, naming the homeowner and the "Crystal Tree Homeowners' Association" as additionally insured, should then be sent to the Property Manager.
- ❖ The homeowner will be responsible for daily cleanup and also provide for dumpsters or garbage containers that will be necessary for the waste material derived from the construction process. The dumpster shall be located on the homeowner's driveway and be free and clear of the neighbor's property and adjacent sidewalks.
- ❖ All materials for the construction shall be delivered to the homeowner's driveway or placed adjacent to where the work is to be done. All material and appurtenances shall be located so as to not infringe on adjacent homeowners' property and views.
- ❖ Construction materials that require painting shall be painted 30 days from the date of installation.

Architectural Design Guidelines

Exterior Decks and Decking

Structural members, foundation spans, etc., shall meet all Village of Orland Park building codes. Finished coverings of these materials shall be cedar wood or the option of composite materials as approved by the Architectural Committee. The finish color shall match the designated structure's exterior trim painting. The floor of the deck may be finished with a natural stain.

If composite materials are used, they shall be equal to Timbertech, Aztec, etc. Plastic is not allowed.

The homeowner will be responsible to meet all of the Village of Orland Park's yard requirements. The decking and stairs shall not intrude into adjoining yards, easements or adjacent neighbors' property and privacy. The homeowner shall ensure that no vertical screening will be placed on the deck or adjacent land, and that the adjacent neighbor's view will not be obstructed.

The minimum side yard clearance of the deck shall be in accordance with the Village of Orland Park zoning ordinance and 6' on the attached side, or the village code, whichever is more restrictive. (6' attached side clearance will be waived for Baccarat, Waterford, and Val St. Lambert units.)

Samples, drawings (survey, if requested), specifications and colors shall be submitted to the Crystal Tree Architectural Committee for approval.

Patios, Sidewalks, Driveways or Special Appurtenances

Driveways will be constructed of:

Paving bricks, poured concrete with trim, poured stamped colored concrete, exposed concrete aggregate or asphalt paving.

Patios and sidewalks will be constructed of:

Paving bricks, poured concrete with trim, plain poured concrete, poured stamped colored concrete, or exposed concrete aggregate.

All materials shall be specified and installed in accordance with the Village of Orland Park's building and zoning codes. Samples, drawings (provide a survey, if requested), specifications, and colors shall be submitted to the Crystal Tree Architectural Committee for approval.

New sidewalk pathways can be created, but shall be on the homeowner's property, no closer than three feet to any property line and must have the Architectural Committee's approval. All walks must meet the Village of Orland Park's zoning codes and building ordinances.

Gazebos

As a homeowner, you may wish to install a gazebo in your rear yard. The installations of gazebos are very limited, due to the many restrictions by the Village of Orland Park and the Crystal Tree Homeowners' Association.

The installation of a gazebo shall require the following:

- ❖ A survey that clearly shows the location of the proposed gazebo. Be sure to dimension the gazebo's location as it relates to all property lines and easements.
- ❖ No gazebo shall be placed so as to interfere with the adjacent property owner's view. Interference shall be determined by using a point 10' from the adjacent property's rear wall and cannot interfere with the presenting view as it projects outward on a 45 degree angle through to 135 degrees.
- ❖ A complete set of architectural plans with appropriate cross sections and foundation details.
- ❖ All materials shall be of the same quality and species of the residence.
- ❖ The plans, survey, and a picture of the rear of the building showing the location of the proposed gazebo, shall be submitted to the Architectural Committee for approval prior to the formal application and submission to the Village of Orland Park for a building permit.

Exterior Fireplaces, Grills and Whirlpools

Permanent Installation

The installation of exterior fireplaces, grills and whirlpools shall require a submission that includes the following:

- ❖ A site plan survey that clearly depicts the location of the proposed installation. This location must meet all appropriate Village of Orland Park zoning and building codes. The proposed installation shall not be placed to burden the adjacent property owner with a change to their vista or views. The Architectural Committee may request the applicant procure from the adjacent homeowner a letter of acceptance of proposed installation prior to granting approval.
- ❖ Prepare complete architectural plans or submit a copy of the product's brochure with the appropriate sections and details, including all required clearances.
- ❖ Whirlpools shall not be placed within 8' of the zero lot line.
- ❖ Whirlpools will only be in use between the hours of 10 am to 10 pm.
- ❖ When submission is completed, it shall be presented to the Architectural Committee for approval prior to applying to the Village of Orland Park for appropriate permits.
- ❖ No temporary whirlpools shall be installed without a prepared submission to the Architectural Committee for approval.
- ❖ Whirlpools installed upon a deck require a signed Hold Harmless Agreement prior to installation.

Entrance Gates, Retaining Walls or Decorative Fence Segments

Brick or unique entrance gate designs will require a plan submission, and a presentation to and acceptance from the Architectural Committee, prior to submitting documents to the Crystal Tree Board of Directors for final approval.

Garage Doors

All proposed replacement materials shall match the style of the existing garage doors.

Materials

All proposed replacement doors shall be a pre-finished, embossed and raised 16-panel garage door.

Architecturally designed, glass top garage door panels may be considered by the Architectural Committee, if the following conditions are met:

- ❖ All homeowners, in the attached units of the building, must agree to the same glass garage door panel design, and must coordinate the garage door replacements at the same time.
- ❖ The glass top garage door panel design must be architecturally compatible with the exterior design of the building.
- ❖ Glass top garage door panel design must be submitted with the Garage Door Replacement Form.

Obtaining a Request Form

Garage doors and installation shall be in accordance with the Garage Door Replacement Form that is available at the Property Manager's office. This form clearly indicates acceptable garage door manufacturers, colors and procedures necessary for the Architectural Committee's approval.

Finding a Garage Door Contractor

A list of garage door contractors can be obtained at the Property Manager's office, for your convenience.

Roofing and Installation

Materials

All proposed replacement materials shall match the style of the existing roof. Before proceeding, the applicant shall notify and attempt to coordinate the adjoining neighbors to agree to the roof replacement of the entire building. There may also be a cost savings realized if all units in a building are completed together.

Obtaining a Request Form

Roofing installation and materials shall be in accordance with the Roofing Replacement Form that is available at the Property Manager's office. This form clearly indicates acceptable products and the procedures necessary for the Architectural Committee's approval.

Finding a Roofing Contractor

A list of roofing contractors, that have previously replaced roofs in the Crystal Tree Subdivision, is also available at the Property Manager's office for your convenience.

Window and Patio Door Replacements

Materials

In our effort to maintain uniformity of exterior appearance, comparisons were done using several major window and patio door manufacturers that are well known to our area. These comparisons resulted in the following conclusion:

- ❖ Wood aluminum clad windows/patio doors and Anderson's wood vinyl clad windows/patio doors (or equal) meet this specification.
- ❖ Cedar wood trim fillers must be used with these clad windows and clad patio doors in lieu of aluminum or vinyl trim fillers. The cedar wood trim fillers must then be painted to match the existing trim colors of the townhome.

Obtaining a Request Form

The Window & Patio Door Replacement Form is available at the Property Manager's office. This form clearly indicates the acceptable window and patio door manufacturers and the procedures necessary for the Architectural Committee's approval.

Finding a Window & Door Contractor

A list of window/door contractors can be obtained at the Property Manager's office, for your convenience.

See Figure 1: Aluminum clad window with cedar trim filler painted the same as the trim color of the townhome. (Note: Aluminum or vinyl trim fillers are not allowed).

Exterior Entrance Doors

Materials

Both paintable steel and fiberglass entry doors shall be acceptable for replacements. The exterior of the door units must be painted to match the color of the existing trim of the townhome. There also is a wide selection of clear, beveled glass designs that are available for doors, sidelights, and transoms.

Obtaining Architectural Committee Approval

A formal, written request shall be sent to the Property Manager's office along with the following information:

- ❖ Literature and pictures of selected door, sidelight, and transom to be installed.
- ❖ Contractor's name, address, and phone number.
- ❖ A certificate of Insurance from the contractor, showing the homeowner and the Crystal Tree Homeowners' Association as additional insured.

Gutters

Materials

All proposed replacements of existing gutters shall be of aluminum material and must match the style and color of the existing gutters.

Obtaining Architectural Committee Approval

A formal, written request to replace existing gutters shall be sent to the Property Manager's office, along with the following information:

- ❖ Contractor's name, address, and phone number.
- ❖ A certificate of insurance from the contractor, showing the homeowner and the Crystal Tree Homeowners' Association as additional insured.

Exterior Siding and Wood Trim

Materials

All exterior wood siding materials shall match the existing style, grain, and color of the existing material to be replaced. All exterior stucco board shall match the color and style of the existing materials to be replaced. All cedar trim boards and fascia shall match the character, width, thickness and color of the existing cedar to be replaced.

New Siding Products Introduced to the Market

As newly designed siding products and materials are developed and become available in the construction industry, the Board of Directors of the Homeowners' Association is willing to consider these materials for replacement, if properly and formally presented to the Architectural Committee. If the materials are architecturally desirable and compatible with existing surroundings, the Architectural Committee will then present this request before the Board of Directors for consideration and possible approval.

Obtaining Architectural Committee Approval

A formal, written request to replace exterior siding and/or trim must be sent to the Property Manager's office, along with the following information:

- ❖ Provide a sample of the replacement siding to be used, along with any specifications of this product.
- ❖ Contractor's name, address, and phone number.
- ❖ A certificate of insurance from the contractor, showing the homeowner and the Crystal Tree Homeowners' Association as additional insured.

Mechanical Installations

(AIR CONDITIONERS, EMERGENCY GENERATORS, VENTING, ROOF VENTS, AND CHIMNEYS)

Plans, specifications, sizing, and locations of air conditioners, emergency generators, venting, roof vents, and chimneys for new installations, or relocation of existing mechanicals, must be approved by the Architectural Committee.

Obtaining Architectural Committee Approval

A formal, written request for mechanical installations and relocations must be sent to the Property Manager's office, along with the following information:

- ❖ Plan showing details of location of installation or relocation of mechanicals.
- ❖ Plans, specifications and sizing of mechanicals to be installed or relocated.
- ❖ Contractor's name, address, and phone number.
- ❖ A certificate of insurance from the contractor, showing the homeowner and the Crystal Tree Homeowners' Association as additional insured.

Note: Do not proceed with any mechanical installations or relocations without receiving a formal, written approval from the Architectural Committee.

Satellite Dishes

The Crystal Tree Homeowners' Association desires and intends to adopt reasonable restrictions governing installation, maintenance, and use of satellite dishes, in the best interest of the community and consistent with the Federal Communication Commission (FCC) rules.

Satellite Dish Size

Dish one meter (39.37") or less in diameter may be installed. Dishes larger than one meter are prohibited.

Location

Dishes shall be installed solely on individually owned property and shall not encroach upon any common area or other homeowner's property. Dishes shall be located in a place shielded from view from the street or from other lots to the maximum extent possible.

Installation

Dishes shall be installed no higher than is absolutely necessary for reception of an acceptable quality signal. All installations shall be completed so that they do not damage the common area of the Homeowners' Association or of the lot or unit of any other homeowner. Homeowners, residents, or the Homeowners' Association shall be reimbursed for damages caused by antenna installation, maintenance, or use.

Maintenance

Owners shall not permit their satellite dishes to fall into disrepair or to become safety hazards. Owners shall be responsible for satellite dish maintenance and repair.

Safety

Antennas shall be installed and secured in a manner that complies with all applicable city and state laws and regulations and manufacturer's instructions. The owner, prior to installation, shall provide the Homeowners' Association with a copy of any applicable governmental permit. The owner shall comply with the requirements of any governing ordinance of the Village of Orland Park and provide written evidence of such compliance to the Board prior to installation.

Number of Satellite Dishes

No more than one satellite dish of each provider may be installed by an owner.

Hold Harmless Agreement

All satellite dish owners are required to sign a Hold Harmless Agreement, with the Crystal Tree Homeowners' Association, prior to installation. The agreement is available at the Property Manager's office.

Skylights and Sun Tunnels

Skylights

The current skylights previously installed in the townhome units have been fixed skylights. Skylights now available in the market place are electric venting skylights, manual venting skylights, and fixed skylights with a ventilation flap. There are also several options offered with skylights, such as cellular shades, light block shades, Venetian blinds, and heat block awnings. These products help to diffuse the light and increase energy efficiency.

Sun Tunnels

This is a unique way to enjoy natural light in rooms, such as walk-in closets, hallways, laundry rooms, and baths that do not have windows.

Obtaining Architectural Committee Approval

A formal, written request shall be sent to the Property Manager's office, along with the following information:

- ❖ Location of skylight or sun tunnel to be installed.
- ❖ Size, manufacturer, and specifications of unit being installed.
- ❖ Contractor's name, address, and phone number.
- ❖ A certificate of insurance from the contractor, showing the homeowner and the Crystal Tree Homeowners' Association as additional insured.

Storm Doors

Materials

All exterior storm doors shall be constructed of extruded aluminum and have a full view, clear glass panel. This would include Larson's full view, ScreenAway model with a disappearing, retractable screen. Other manufacturers will be considered if their product fits these criteria, and are of equal or better quality. Only the specific, assigned color is acceptable for each townhome.

Obtaining a Request Form

The Storm Door Installation Form is available at the Property Manager's office. This form clearly indicates the acceptable manufacturers, the approved colors, and the procedures necessary for the Architectural Committee's approval.

Retractable Awnings

Retractable awnings will be considered for approval when the homeowner prepares and submits the following documents and follows the guidelines as listed below:

(Note: Awnings shall be equal in quality to Sunsetter Awnings.)

- ❖ Site plan with outline and dimensions of the retractable awning, showing its outer limits. The site plan shall indicate all utility easements. (When the Homeowners' Association deems necessary, a survey may be required.)
- ❖ A picture of the elevation, indicating the location of the retractable awning.
- ❖ A typical plan, elevation and cross section, its components and its attachments.
- ❖ Swatch of fabric material, aluminum and proposed colors. (Submitted colors shall be in accordance to the pre-approved guidelines.)
- ❖ The maximum width of a retractable awning shall be 16 feet and the depth 12 feet.
- ❖ A temporary drop-down screen will be allowed as long as the color and transparency are acceptable.
- ❖ Upon receiving Homeowners' Association approval, the homeowner shall be responsible to obtain a Village of Orland Park's building permit.
- ❖ The homeowner must agree, in writing, that the awning shall be rolled back each night.

Materials

Retractable awnings shall be manufactured with waterproof, woven acrylic fabrics. The structural components shall be constructed of aluminum materials, designed to meet all of the Village of Orland Park's building codes.

Obtaining a Request Form

The Request Form for Deck & Patio Retractable Awnings is available through the Property Manager's office. This form indicates the approved awning colors and procedures required.

Maintenance

The homeowner shall accept all liability and maintenance of the installation. The homeowner shall be responsible for all ongoing maintenance. **(Note: The homeowner shall not allow the awning or appurtenances to fade or become unkempt.)** If the Homeowners' Association deems these elements to become in disrepair, they will notify the homeowner to remove same. The homeowner shall have 60 days to do so or the Homeowners' Association may elect to remove same and bill the homeowner for same. The homeowner shall sign a statement agreeing to these conditions prior to receiving approval from the Homeowners' Association for awning installation.