

Rules & Regulations

Architecture, Landscaping and General Maintenance

Adopted by the Board of Directors

September 18, 2024



I. INTRODUCTION

The Regency was conceived and developed to be a community of homes that would provide, among other things, extensive landscaping, certain common maintenance items and a very consistent look, feel and beauty among all the properties within the community. Maintaining the consistency of this design as the Regency matures is the reason behind the rules and regulations covering any changes to the exterior of a property. For our community to remain true to the original design intent it is incumbent upon all Homeowners to adhere to these regulations.

The Rules and Regulations outlined in this booklet explain the policies established by the Regency Board of Directors (Board) to help provide a peaceful and harmonious environment for our community. It is the responsibility of the Board to administer and enforce the rules. However, it is the responsibility of each Homeowner to cooperate and adhere to the rules of the association. The Regency Property Manager, Onsite Property Administrator, and Architectural Review Commission (ARC) have responsibility to work with the Homeowner for resolution of the issue, and the Landscape Commission will assist in the process.

The Board, their designated commissions and/or the Village of South Barrington has the right to regulate the external appearance, design use and maintenance of property and buildings within the Regency at the Woods of South Barrington Community as stated in the current amended and restated *“Declaration of Covenants, Conditions, Easements and Restrictions for the Regency at the Woods of South Barrington Association.”*

These community rules and regulations apply to, but are not limited to, the following areas:

- Landscape Procedures
- Architectural Procedures
- General Maintenance Responsibilities (Homeowner and Association)

Any item/change not addressed in the Rules and Regulations in any way shall be referred to the Board in writing for review and approval.

If a Homeowner observes a violation of a rule, the proper procedure is to advise the Regency Property Manager/Onsite Property Administrator of the incident. It is the responsibility of the Property Manager/Onsite Property Administrator to inform The Board of the incident and, if necessary, the Board will inform the Homeowner of the issue(s) in writing.

II. GENERAL POLICY STATEMENT

These Guidelines, Rules and Regulations are developed to:

- 1) Promote the general welfare and safety of the community.
- 2) Preserve the aesthetic values of the homes and overall standards of the community.

- 3) Avoid the use of objects or articles which would have an adverse effect on property values.
- 4) Avoid addition of objects or articles to a Homeowner's property that would:
 - a) Impede or require additional exterior maintenance responsibilities for The Regency of the Woods of South Barrington Community.
 - b) Interfere with existing drainage patterns, utility lines, television and/or cable systems, security systems, irrigation systems or easements and rights of ways.

III. GRANDFATHERING

On September 23, 2014, Regency elected its first member Board of Directors. Prior to that date, there were numerous external items in existence throughout the community (most installed by or through Toll Brothers) that did not meet existing Regency rules and regulations. These items are Grandfathered and permitted to remain in place; however, once a Grandfathered item needs replacement, it shall comply with the current rules and regulations of the Regency, as well as the current Village ordinance.

The date of any new/modified Village ordinance effecting current Regency rules and regulations shall establish a new Grandfathering date for items approved before this date. Any new and/or replacement installation shall comply with the current rules and regulations of the Regency, as well as the current Village ordinance.

IV. GENERAL CRITERIA GOVERNING CHANGES AND ADDITIONS

The following criteria, amongst any other criteria at the discretion of the Board, may be taken into consideration when the Board or their designee review all applications submitted for approval:

- 1) Design compatibility: The proposed change and/or improvement must be compatible with the architectural characteristics of the applicant's house, adjoining houses and the overall neighborhood setting.
- 2) Relation to common areas and neighboring structures: Proposed alterations should flow / blend in with the existing landscape, structures and the overall neighborhood. The primary concerns are access, use, light, ventilation, open view and proper drainage. Property-dividing structures or landscaping that impede lawn maintenance and/or drainage are not permitted. Other factors such as removal of trees, disruption of the natural topography and changes in rate or direction of storm water runs also affect open spaces and neighboring properties.
- 3) Location of landscape beds: Placement of proposed new beds or reconfiguration of existing beds must be reviewed to determine the impact on lawn maintenance when beds are not adjacent to the structure of the house.
- 4) Scale of outdoor improvement: The size (in three dimensions) of proposed changes and/or additions to landscape or house should be compatible with and complement the adjacent structures, their surroundings, as well as the neighbors' yards.

- 5) No part of patios, decks or new landscaping beds are allowed within the Utility Easement (UE) areas. Homeowners who received prior approval to plant in the Utility Easement are responsible for the removal of landscape/hardscape should a utility need to perform work in the easement area.
- 6) If the Homeowner has obtained prior written approval from the Board and the ARC and the Village of South Barrington has approved the addition or change, then the Homeowner is permitted to keep the landscape and/or outside decoration as approved. However, prior approval does not guarantee subsequent approval of similar landscape and/or outside decoration.
- 7) If the Homeowner did not obtain prior approval for the landscape and/or outside decoration and it does not conform to the rules and regulations as stated in this document, then the Homeowner must remove the item and/or make the change as required per this document within sixty (60) days. If the change has not been made and/or the item has not been removed, the Homeowner will receive a warning letter according to the Enforcement Policy.
- 8) The Homeowner is responsible for contacting J.U.L.I.E. before planting new trees, shrubs or bushes or placing hardscape item in new or existing beds.
- 9) Homeowner and Association responsibilities are detailed in Section XI.

V. **GENERAL LANDSCAPING RULES AND REGULATIONS**

- 1) Landscaping:
 - a) Responsibility for landscape and maintenance belongs to both the Homeowner and the Association (See chart in Section XI).
 - b) The Homeowner is responsible for any damage to the common area that is incurred by the Homeowner's contractor/vendor as a result of any work and/or service provided to the Homeowner on their property. The Homeowner is not responsible for damage to the common area that may be incurred by public delivery services or vendors contracted by the Association.
- 2) Trees
 - a) Each Homeowner has responsibility for the general maintenance and pruning of trees on their properties.
 - b) The replacement of trees/bushes on the Homeowner's lot, per the plat of survey, is the Homeowners responsibility.
 - c) Before planting new trees or replacing an existing one, a Homeowner should refer to the Village of South Barrington's website for a list of disease prone trees that are not permitted and/or consult with the Landscape Commission.
 - d) Per Village ordinance, trees/shrubs in the rear or side easement may not be replaced, nor may any new trees/shrubs be planted in those areas.

- e) Trees/bushes may be removed from existing beds without Architectural Review Commission approval.
 - f) Trees/bushes may be removed from side and rear easements without Architectural Review Commission approval but may not be replaced.
 - g) Tree/shrub removal must include not only the tree/shrub, but also the stump and associated roots.
 - h) Sod shall be installed by the Homeowner in the easement where a tree/shrub was removed.
- 3) Planting Beds
- a) Creation of new beds and expansion of existing beds are subject to Architectural approval provided herein.
 - b) Landscaped beds shall be no more than four (4) feet from the foundation on the sides of each home. Ornamental grasses planted in front of air conditioners by the developer are an exception to the four (4) foot rule in this paragraph.
 - c) Homeowners shall place a pink flag, or other color as designated by the Property Management, in beds where they do not want spade edging done by the Association's landscape contractor. Flags are available in the Clubhouse.
 - d) Property management will notify Homeowners prior to the commencement of spade edging by the Association's landscape contractor.
 - e) The Homeowner is responsible for adding or modifying borders around beds and tree rings to address erosion issues.
 - f) Homeowners must properly maintain all planting beds and tree rings by keeping them weed free with a minimum of one (1) inch of mulch.
 - g) The approved mulch color is brown and shall be consistent in color and style in all areas.
 - h) The use of stone, lava rock and/or pea gravel in place of mulch in planting beds and/or tree rings is not permitted.
 - i) Planting outside of approved planting beds is not permitted.
 - j) Planting or removal of any type of vegetation on Common Property is not permitted unless prior approval is obtained from the Landscape Commission and/or property management.
 - k) Drip irrigation systems are permitted in flower/shrub beds.
 - l) Annuals and perennials may be planted in existing/approved beds, without prior approval.
 - m) Annual vegetables may be planted in the backyard or side yards that are not facing Regency Boulevard.
 - n) All vegetables and herbs should be non-obtrusive and staked. The maintenance and upkeep of vegetable and herb gardens is the responsibility of the Homeowner.
 - o) Replacement and/or removal of dead plants and bushes and the removal of fallen fruit from fruit trees are the responsibility of the Homeowner.

- 4) Planting Limitations
 - a) Swales – landscaping/planting in the side yard or rear yard swale areas is not permitted as the roots and plants will interfere with drainage at the end of the property¹. Fines may be assessed by the Village of South Barrington².
 - b) Cobblestones in drainage areas are subject to Architectural/Board approval.
 - c) Existing landscaping/planting in the swale are the responsibility of the Homeowner if they create a drainage problem. Landscaping/plantings in the swale may need to be removed at a future date at the Homeowner’s expense.
 - d) If the landscaping/plantings on an adjoining property are causing drainage issues, a Homeowner should contact the Village of South Barrington Building Zoning Officer. The Building Officer may follow-up and inspect the issue.
 - e) No part of patios, decks or new landscaping beds are allowed within the Utility Easement (UE) areas.

- 5) Landscaping Lighting Protection Systems

All landscape lighting plans must be submitted for Architectural approval based upon the following guidelines:

 - a) Wired Lighting Protection Systems must be correctly installed using proper materials as required by Underwriters Limited (UL) local electrical inspection and building codes.
 - b) All exterior lighting projects must be low voltage.
 - c) Lighting units must be placed a minimum of four (4) feet apart.
 - d) Only white or clear lights are permitted.
 - e) Lights must be placed in mulch areas only.
 - f) Lights may not be placed in Common areas that border Homeowner lots.
 - g) Hardware (junction boxes and transformers) must be installed per Village code and screened to prevent visibility.
 - i) Junction boxes must not be placed in mulch beds.
 - ii) Junction boxes must be placed at least one (1) foot from the home exterior.
 - h) Detailed lighting and landscape plans, list of specifications and plat of survey for the proposed system must be submitted with each application for this modification.

- 6) Lawn Items/Ornaments/Pots/Planters/Bird Baths/Bird Feeders/Statues
 - a) All items listed in this section shall be placed in mulch beds, and/or on a patio or deck.
 - b) The placement of planters, statues or ornaments larger than three (3) feet in height and/or width are subject to Architectural approval provided herein.
 - c) Homeowners are permitted four (4) ornaments/statuary in the front yard; four (4) ornaments/statuary in the back yard (includes patio); one (1) ornament/statuary on each side of the house.

¹ Village of South Barrington Ordinance No. 2016-1132, 10/10/2016

² Village of South Barrington Ordinance No. 2019-1207, 06/13/2019

- d) A decorative/seasonal flag is considered a lawn ornament.
 - e) Birdbaths are limited to one (1) in front of the house and one (1) in back of the house and shall be placed in mulch areas.
 - f) Bird feeders
 - i) Bird feeders shall only be placed at the rear of the Lot.
 - ii) If a bird feeder is on a pole or shepherd hook, it shall be placed in the mulch area.
 - g) Outdoor decorative wall hangings and/or clocks must only be attached to the back of the house in the patio area.
 - h) Pergolas, gazebos, cabanas, seasonal or temporary structures, tents, etc. are not permitted. Arbors must be placed per Village code and require both Village and Association approval. *(An arbor is defined as a landscape structure/framework upon which plants such as climbing shrubs or vines are grown.)*
 - i) Trellis
 - i) A trellis shall only be used on the side or back of the house and shall not exceed six (6) feet in height.
 - ii) Trellis color should blend with the color scheme of the house.
- 7) Planters
- a) All dead vegetation must be cleared from planters, and planters shall be stored out of sight when not in use.
 - b) Planters shall not be considered ornaments.
 - c) Plastic flowers are not permitted.
- 8) Signs, Banners, Flags, Seasonal Decorations
- a) The flag of the United States or of a branch of United States military may be displayed.
 - b) Decorative/seasonal flags are considered lawn ornaments.
 - c) One (1) decorative/seasonal flag may be placed in the front and back of the house.
 - d) Decorative/seasonal flags are not permitted on side of the house.
 - e) Tattered and faded flags must be removed.
 - f) For proper procedures on flying the American flag, please refer to <https://www.va.gov/opa/publications/celebrate/flagdisplay.pdf>.
 - g) Outdoor Christmas/winter decorations may be illuminated no earlier than Thanksgiving Day and must be removed, weather permitting, no later than January 15th.
 - h) All other holiday decorations may be illuminated no earlier than fourteen (14) days prior to the holiday, and must be removed, weather permitting, no later than fourteen (14) days after the holiday.
 - i) Signs are not permitted on the exterior of any building/home or upon the Lot except for security company signs or as provided below.
 - j) Homeowners who are advertising their home for sale must have their Realtor purchase the sign from the Association's designated sign maker. Only one (1)

“for sale” sign is allowed in front of the yard. Signs are not permitted in home windows.

- 9) Hoses must be properly stored when not in use.
- 10) Outside clotheslines and/or drying apparatus are not permitted.
- 11) Homeowners may place yard waste at the end of the driveway on designated days for pick-up by the Association’s contracted landscaper. Homeowners may also place yard refuse bags at the end of the driveway with an attached paid sticker to be picked up by Village trash collection company on the scheduled pick-up day.
- 12) For disposal of hazardous waste, please visit the Solid Waste Agency of Northern Cook County (<https://swancc.org/>).
- 13) While the Association has responsibility for the maintenance of lawns and snow removal, the Homeowners have responsibility to keep their lawns watered and driveways salted (See Article X).
- 14) The Village of South Barrington requires that all RPZ valves (sprinkling system backflow valves) be inspected by a licensed plumber annually prior to turning on your sprinkler system in the spring. Non-compliance will result in a fine, the removal of the meter and RPZ valve and shut off of the irrigation water by the Village of South Barrington. It is the responsibility of the Homeowner to winterize their RPZ system.
- 15) Patio and deck furniture must be specifically designated for outdoor use. No other furniture is permitted to be placed or stored outside the home.
- 16) Cushion storage containers are considered patio furniture and must be placed in the back on decks or patios.
- 17) Barbeque Grill/Fire Pit/Fireplace/Chiminea
 - a) Per the recommendation of the Illinois Fire Marshall, when using a propane, gas or charcoal grill, it is recommended for the safety of the Homeowner that manufacturer’s instructions be used as a guide.
 - b) Village permits are required for addition/installation of natural gas lines for hookup of gas grill, fire pit, or fireplace.
 - c) Regulations per East Dundee and Countryside Fire Protection District and the Village of South Barrington for firepits³.
 - i) All recreational fires shall be in an approved fire pit structure.
 - ii) A building permit and Architectural approval is required to construct a fire pit.

³ Village of South Barrington Ordinance No. 2020-1255, 12/11/2020

- iii) All fire pits shall be less than 24” in height and shall be constructed of noncombustible materials.
 - iv) Fire pits are not permitted to be located less than twelve feet (12’) from the nearest point of the house structure.
 - v) Fire pits may not be greater than twenty-four (24”) inches in diameter.
 - vi) Fire pits are not permitted in the utility easement.
 - vii) Fire pits are only permitted to burn natural gas and/or LP gas.
 - viii) Burning of wood, paper logs, trash, debris and/or landscape materials is prohibited.
- d) Fireplace must be located a minimum of twelve (12) feet from house.
- i. Only natural gas fueled and/or LP gas as fueled fireplace may be used.

VII. GENERAL CRITERIA FOR DONATING LANDSCAPING TO THE REGENCY COMMON AREAS

The following criteria, amongst any other criteria at the discretion of the Board of Directors, may be taken into consideration when the Board of Directors or their designee review all applications submitted for approval:

- 1) Design compatibility: The proposed change and/or improvement must be compatible with the landscaping characteristics of the surrounding area, nearby houses, and the overall neighborhood setting.
- 2) Durability: A one (1) year warranty is required for trees and large plants.
- 3) Disruption of the natural topography: Changes in rate or direction of storm water runs will not be allowed. Planting in swales and/or easements is not allowed.
- 4) Location of landscape beds: Placement of proposed new beds or reconfiguration of existing beds must be reviewed to determine the impact on lawn maintenance when beds are being expanded or added.
- 5) Scale of outdoor improvement: The size (in three dimensions) of proposed changes and/or additions to landscape should be compatible with and complement the adjacent trees, shrubs, landscaping, as well as the neighbors' yards.
- 6) The Homeowner is responsible for contacting J.U.L.I.E. before planting new trees, shrubs or bushes or placing hardscape items in new or existing beds.
- 7) Landscaping needs to be disease and drought resistant, be compatible with Illinois environment/climate conditions and relatively easy to maintain.

- 8) Complete the “Homeowner Purchased Common Area Request” form and submit it to Property Management.

VIII. APPLICATION PROCEDURES FOR DONATING LANDSCAPING TO THE REGENCY COMMON AREAS

The Homeowner/applicant at the Regency of the Woods of South Barrington who wants to make any type of donation to install/modify landscaping to the common area must obtain the prior written approval of the Board of Directors.

Applicants must adhere to the following procedures:

- 1) A completed Homeowner Purchased Common Area Request Application Form must be filed with the Management office. All forms can be found on the association's website <http://www.regencyhoa.info/>
- 2) A full application must include the following:
 - a) Contractor's Insurance Certificate and License
 - b) Copy of Contract with detailed pricing
 - c) Plat of survey marked with location and modifications (may be obtained from Property Management)
 - d) Material specifications, including written warranties
 - e) Contractor's landscape drawings
 - f) Color photos of fully grown plants or trees
- 3) The Landscape Commission shall have thirty (30) days from the date of a full application to make its recommendation to the Board:
 - a) Approval of the application in accordance with the Rules and Regulations that are in effect at the time of the application.
 - b) Denial of the application with an explanation for reconsideration or for refusal.
- 4) Upon Landscape Commission recommendation, the request will be submitted to the Board for approval. Any decision of the Board is considered to be a final determination on the matter.
- 5) A request shall only be considered approved upon written notification of such approval by Property Management.
- 6) Homeowner is solely responsible for all funding of the requested project.
- 7) Once the project is completed, the homeowner must notify Property Management for a final inspection and submit a copy of vendor's written warranty for tracking purposes.

IX. ARCHITECTURAL PROCEDURES

The ARC shall have responsibility to provide rules and regulations regarding any changes to the physical structure (home) and to additions, changes and or modifications to the plat of survey.

The ARC decisions are based upon the rules and regulations of the Regency Association and the Village of South Barrington’s governing rules and codes.

- The Village of South Barrington requires Board approval on all Homeowner permit requests prior to a Homeowner submitting an application to the Village.
- It is the Homeowner’s responsibility to contact the Village to verify the need for and the requirements for a permit for specific work activity.

Items that are under the jurisdiction of the ARC include, but are not limited to, the following:

<u>LIGHTING & ELECTRICITY</u>	-Lawn ornaments larger than three (3) feet high or wide
-Security or landscape lighting	
-Sky lights or solar tubes	<u>HOME & ATTACHED ITEMS</u>
-Lamp posts	-Shutters
-Solar collectors, solar storage mechanisms and solar energy systems	-Gutters
-Generators	-Gutter guards
	-Garage doors
<u>LANDSCAPING</u>	-Retractable awnings
-Enlargement or reconfiguration of plant beds	-Railings
-Edging placement and materials	-Painting or repainting exteriors
-Arbors/trellises	-Handicap ramp
-Lawn sprinklers	-Roofing (partial or complete replacement)
-Water fountains	-Active radon mitigation system
<u>OUTDOOR FIRE RECEPTACLES</u>	<u>DRIVEWAY/PORCHES</u>
-Masonry and/or permanent fireplaces/pits	-Placement of pavers
-Natural gas line hookups	-Widening with pavers
	-Additions of pavers or aggregate to porches
<u>NOT PERMITTED BY ASSOCIATION AND/OR VILLAGE RESTRICTIONS</u>	
-Driveway monuments	<u>MISCELLANEOUS</u>
-Exterior saunas and hot tubs	-Satellite dishes
-Pergolas, gazebos, cabanas, seasonal or temporary structures, tents, etc.	-Mailboxes
-Fences	

-Storage Sheds	<u>CHANGES TO PLAT SURVEY</u>
	-Exterior building additions or alterations
	-Patios and decks

X. ARCHITECTURAL SUMMARY

All changes a Homeowner wants to make to the exterior of their home or to their lot must follow these Rules and Regulations. Members of the ARC, the Property Manager and Onsite Property Administrator are available to answer questions and provide help through the process.

It is the responsibility of the Homeowner to secure any necessary Village permits for planned work which requires Village approval. Any external improvement requiring a Village Permit will first need a Board signed application and letter stating the HOA has approved the project.

1) External items a Homeowner may do without the need to obtain Architectural approval:

- a) Repainting the siding, trim, doors, shutters, gutters (and gutter guards) and garage doors of the home the **same color as the original.**
- b) Repairing, repainting, or replacing of mailboxes is permitted, but must be of the approved style and type and in black only.
- c) Installing small security cameras on the exterior of the homes is permitted but must be placed in discreet locations in order to minimize their visibility from the street. Cameras are not to be aimed or focused on adjacent homes.
- d) Installing of up to two satellite dishes is permitted to provide television or internet to an individual home. The size must not exceed 24 inches in diameter and placement must not be obvious from the curb view of the home.
- e) Replacing or replanting trees, bushes and flowers in existing beds.
 - i Tree/shrub removal must include not only the tree/shrub, but also the stump and associated roots.
 - ii Sod shall be installed by the Homeowner in the easement where a tree/shrub was removed.
 - iii Side yard beds can extend no more than 4' from the house to accommodate mowing.
 - iv Ornamental grass planted in front of air conditioners by the developer has created an exception to the four (4) foot rule that the Regency Board will grant to this area.
- f) Removing existing trees/shrubs from easement
 - i Tree/shrub removal must include not only the tree/shrub, but also the stump and associated roots.
 - ii Sod shall be installed by the Homeowner in the easement where a tree/shrub was removed.

- iii Per Village of South Barrington ordinance, trees/shrubs may not be replaced in the rear or side easement.
- g) Replenishing brown mulch in existing beds.
- h) Installing brick or stone tree rings or planting bed edging to replace spade edging and reduce or avoid erosion.
 - i Color and style must coordinate with the color theme of the house and shall be consistent in all areas.
 - ii Any situation requiring an additional layer/tier higher than three (3) inches requires a full ARC application and review.

2) External items requiring an abbreviated Architectural application for an expedited review:

- a) Replacement of the siding, trim, windows, doors, shutters, gutters (and gutter guards) and garage doors of the home to the **same type, color and style as the original.**
- b) Installation of storm doors at the front or back of home as long as they have full view glass with or without a center mullion. The color must be consistent with the basic color scheme of the home.
- c) Installation of railings for either the front or back stoop in a design consistent with others in the neighborhood. The color must be consistent with the basic color scheme of the house.
- d) Installation of retractable awnings covering the back patio of the home. Awnings must be consistent with home’s existing color palette.
- e) Installation of brick pavers along the driveway and brick pavers over front steps and/or porch.
- f) Installation of a natural gas electric power generator.

3) External items requiring full Architectural application:

- a) Repainting or replacing the siding, trim, windows, doors, shutters, garage door or gutters to a **different color and or style.**
 - i. The color must be chosen from the approved HOA color and style palette which is available at the Property Manager’s office. We are governed by the Village of South Barrington’s “anti-monotony” regulations which in its simplest form does not allow the same colors to be used on adjoining homes.
- b) Replacement and/or repair of roof.
 - i. The decision on whether a roof can be repaired, or not, would be based on whether the repaired portion of the roof exactly matched the color, material and texture of the existing roof as it currently exists. The Homeowner would need to provide a mockup of the patch, placed in the proper location so it could be used by ARC, under different light conditions, to determine if the criteria was met.

- c) Installation of solar collectors, solar storage mechanisms and solar energy systems.
- i. Owners shall complete the “Architectural Request: Alterations, Additions, Landscape” form and submit it to Property Management.
 - ii. A sample or illustrated brochure of the proposed solar collectors, solar storage mechanisms and solar energy systems shall be submitted to the ARC as part of an Owner’s application herein and shall clearly depict the system and define the proposed materials to be used including, but not limited to, the type, size and location of all solar storage mechanisms.
 - iii. Construction drawings for the specific installation shall also be provided. Drawings shall clearly show all elevations, roof planes, proposed assembly and attachment to the roof structure, proposed installation location on the Owner’s dwelling and Lot and the location of any storage tanks.
 - iv. All applications shall include calculations indicating the number and area of panels required.
 - v. Following review, the ARC shall provide the Owner’s application materials to the Board for review and approval or denial.
 - vi. No solar collector, solar storage mechanism and / or solar energy system may be installed without prior written Board approval.
 - vii. The Board shall have the sole discretion in approving an Owner’s specific modules or product used for its solar collectors, solar storage mechanisms and/or solar energy systems, which shall be submitted with the Owner’s application.
 - viii. Owners shall not permit solar collectors, solar storage mechanisms or solar energy systems to fall into disrepair or to become safety hazards.
 - ix. Owners shall be responsible for maintenance and repair of solar collectors, solar storage mechanisms and solar energy systems, as well as any damage, maintenance, repairs or replacement to any Common Area or any portion of a dwelling or Lot as a result of installation of solar collectors, solar storage mechanisms and/or solar energy systems.
 - x. Owners shall be responsible for repainting, refinishing, and/or replacement of solar collectors, solar storage mechanisms and solar energy systems.
 - xi. Solar collectors, solar storage mechanisms and solar energy systems shall meet applicable standards and requirements imposed by state and local permitting authorities and shall be certified by the Solar Rating Certification Corporation (SRCC) or other nationally recognized certification agency, as applicable. Owners shall be responsible, at his/her own cost, for any and all applications and permits required by the State, County, or Village. Permits shall be submitted to the Board prior to installation.
 - xii. Solar collectors shall only be installed on the requesting Owner’s roof and shall be, upon installation, completely contained within the vertical plane of the exterior wall lines of the structure. Under no circumstances shall any solar collectors extend beyond the bounds of the Owner’s roof.

- xiii. Solar collectors, solar storage mechanisms and solar energy systems, should be installed on existing plane of roof material.
- xiv. Solar collectors, solar storage mechanisms and solar energy systems installed on roofs must be firmly affixed and parallel to roof surface.
- xv. All plumbing lines shall be concealed on the exterior of the building, if possible.
- xvi. The Board approved method of installation detailed in the Owner's application shall be complied with by the Owner and Owner's contractors.
- xvii. All plumbing lines shall be painted the same as the dwelling or building's exterior color and other materials adjacent to the system.
- xviii. Roof solar collectors shall be consistent in color with existing roof shingles.
- xix. Any material used in the solar collectors, solar storage mechanisms and solar energy systems, if flammable, shall be self-extinguishing.
- xx. Ground-mounted, free-standing solar collectors, solar storage mechanisms and solar energy systems are prohibited anywhere on the Property.
- xxi. The Board or ARC may determine the specific configuration of the elements of a solar energy system on a given roof face, provided the elements of the solar energy system shall not be prohibited from being installed on any roof face and the ARC's determination may not reduce the production of the solar energy system by more than ten percent (10%). For purposes of this paragraph, "production" means the estimated annual electrical production of the solar energy system.
- xxii. The preferred location for solar energy systems on a given roof face is a location that is not visible from the front of the Lot.
- xxiii. A solar energy system shall only be installed by a professional contractor, licensed or accredited by the North American Board of Certified Energy Practitioners (NABCEP), Interstate Renewable Energy Council (IREC) or other similar nationally recognized accrediting/licensing authority. The appropriate credentials, including contractor's insurance information, of the professional contractor shall be submitted along with the Owner's application.
- xxiv. If, as a result of an Owner's installation, maintenance or repair of a solar energy system, solar collection, solar storage mechanism or any of their component parts, damage is caused to the Common Area, dwellings and/or Lots, the Owner shall pay for any such damage, maintenance and repairs as may be necessary and as determined by the Board.
- xxv. Any party that installs, maintains, repairs or replaces a solar energy system, solar collection or solar storage mechanism must first provide the Regency Homeowners Association with adequate proof of insurance, providing coverage for the type of work described in this paragraph. The Regency Homeowners Association shall be named as an additional insured on any such policies and no installation, maintenance, repairs or replacements may commence until proof of the insurance required by this paragraph is provided to the Regency Homeowners Association.

- xxvi. Installation of a solar energy system shall not cause or result in an unreasonable disturbance to or otherwise interfere with the use and enjoyment of neighboring dwellings and Lots (i.e., the installation of a solar energy system shall not result in unreasonable glare reflecting therefrom nor shall it unreasonably limit or disrupt surrounding dwellings' sight lines).
- xxvii. The Board or ARC may consult with a third-party engineer, architect and/or other professional to assist the ARC in the review and processing of an application from an Owner pursuant to this Section and/or the review of any system installed following the approval by the ARC of an application submitted by an Owner pursuant to this Section. Any and all costs and fees charged to the Regency Homeowners Association by any such third-party or otherwise incurred by the Regency Homeowners Association with respect to such processing and review shall be charged back to the Owner. If not paid promptly, it shall become a lien on such Owner's Lot in the same manner as unpaid assessments. The Regency Homeowners Association shall have all of the same rights and remedies available to it for collection of same as are provided in this Declaration, the By-Laws, at law or in equity for the collection of unpaid assessments.
- xxviii. Solar system and storage must meet local utility interconnection requirements.
- xxix. Upon removal of the solar panels, the roof surface shall be aesthetically consistent with the adjacent roof shingles.
 - d) Installation, placement or construction of wind energy collections systems, rainwater collection systems and composting systems.
 - i. The installation, placement or construction of wind energy collection systems, rainwater collection systems and/or composting systems anywhere on the Property is prohibited.
 - e) Expansion of existing landscaping beds.
 - i. Any expansion of existing landscaping beds requires an Architectural Request Form and the corresponding review and approval. No approval will be given for landscaping that goes into the Utility Easement or swale areas of rear or side yards. Also, no side yard planting bed should extend further than four (4) feet from the side of the house in order to accommodate needed mowing space; however, ornamental grasses planted in front of air conditioners by the developer has created an exception to the four (4) foot rule that the Regency Board will grant to this area.
 - f) Tree rings.
 - i. Any situation requiring an additional layer/tier higher than three (3) inches requires a full ARC application and review. For safety and stability all tree rings must be a minimum of two tiers; bottom level serves as a foundation.
 - ii. Edging material and color and material must be a neutral stone and/or earth tone color.
 - g) Any other alterations, modifications or improvements not provided for in the abbreviated items in paragraph 2 above.
 - h) For a summary chart of the ARC Review Requirements, please see Exhibit A.

XI. GENERAL ARCHITECTURAL RULES AND REGULATIONS

- 1) Overhead Security Lighting and Floodlights are subject to Architectural approval as provided below:
 - a) Lighting is restricted to the following locations: corners of each house, front porch, patio, garage door.
 - b) Lighting should be placed a minimum of four (4) feet apart.
 - c) Functioning security/floodlights must point downwards and away from neighboring homes.
 - d) Respect of neighbor's privacy should be considered when installing security lights.
- 2) Lamp Posts
 - a) A black lamp post may be installed in a mulched bed in the front of homes. Addition of a lamp post is subject to Architectural approval and will be based upon size of lot, location of lamp post with respect to neighbor's home and overall aesthetics.
- 3) Installation of fountains is subject to Architectural approval. Detailed specifications must be submitted with landscape plans and the plat of survey for approval.
- 4) Mailboxes
 - a) Maintenance and upkeep of mailboxes is the Homeowner's responsibility.
 - b) Replacement mailboxes must conform to those originally issued by the Developer.
 - c) Flowerpots and plantings are not permitted at the base of mailboxes so as not to impede landscape personnel.
- 5) Basketball hoops or other recreational equipment are not permitted.
- 6) Fences, privacy fences, storage sheds, saunas and hot tubs in any location are not permitted.
- 7) Pergolas, gazebos, cabanas, seasonal or temporary structures, tents, etc. are not permitted.
- 8) The trim color scheme must adhere to the ARC color palate guidelines available in the property management office. Only one (1) color shall be used on any single architectural item (siding, trim, doors, shutters, gutters, garage door, railings, and/or medallion). The trim color should match the color of the gutters, medallion and garage door.

XII. APPLICATION PROCEDURES

The Homeowner/applicant at the Regency of the Woods of South Barrington who wants to make any changes, additions, or alterations must obtain the prior written approval of the Board.

Applicants must adhere to the following procedures:

- 1) A completed Architectural Application Form must be filed with the Management office. All forms can be found in Exhibit B, or on the association's website at <https://www.regencyhoa.info/forms>
- 2) A full application must include the following, while the abbreviated application has more limited needs:
 - a) Contractor's Insurance Certificate and License
 - b) Plat of survey indicating location of request, rendering of modifications
 - c) Specifications for materials
 - d) Manufacturer's brochure
 - e) Contractor's architectural or landscape drawings
 - f) Sample of color of addition and/or change of color
 - g) Current photo(s) of requested project area
- 3) The ARC shall have thirty (30) days from the date of a full application and fifteen (15) days for an abbreviated application to make its recommendation to the Board:
 - a) Approval of the application in accordance with the Rules and Regulations that are in effect at the time of the application.
 - b) Denial of the application with an explanation for reconsideration or for refusal
- 4) An applicant who is not satisfied with the decision of the Board shall have ten (10) days from the date of receipt of such decision in which to request a reconsideration of the application by the Board as provided in the Appeal Flowchart herein. Such requests shall be in writing and delivered to the Property Management office.
- 5) A request shall only be considered approved upon written notification of such approval by the Property Management Company.
- 6) Please note that all applications to modify drainage swales, berms or depressions require prior review to ensure proper water drainage on the applicant's property as well as any adjoining property. A Village of South Barrington permit may be required based on the scope and nature of the proposed work. External improvements requiring a Village Permit will need a Board signed application and letter stating the HOA has approved the project.
- 7) It is the Homeowner's responsibility to secure any necessary Village permits for planned work which requires Village approval. Any external improvement

requiring a Village Permit will need a Board signed application and letter stating the HOA has approved the project.

8) PROCESS FLOWCHARTS:

a) Application Flowchart

The following flowchart depicts the process for Homeowners to follow in submitting their “Alterations and Additions” application for review by the ARC:

Full Architectural Review Commission (ARC) Approval Process

Step 1

- Homeowners may consult with Architectural Review Commission (ARC) members prior to submission of their proposed change/plan.

Step 2

- Homeowner submits “Architectural Request (Alterations, Additions, Landscape)” for changes to property’s plat of survey to Regency Property Manager.

Step 3

- Property Manager logs request and submits to Architectural Review Commission (ARC).

Step 4

- Architectural Review Commission reviews request and makes a recommendation for approval or disapproval.

Step 5

- Architectural Review Commission (ARC) decision and details on approval and/or denial are submitted to Property Manager.

Step 6

- Property Manager logs approval/disapproval and submits to Board for final approval.

Step 7

- Based on the Board’s decision, Property Manager forwards decision and supporting documentation to Homeowner and files copy of final decision.

Abbreviated Architectural Review Commission (ARC) Approval Process

Step 1

- Homeowners may consult with Architectural Review Commission (ARC) members prior to submission of their proposed change/plan.

Step 2

- Homeowner submits “Abbreviated Architectural Request” to Regency Property Manager.

Step 3

- Property Manager logs request and submits to Architectural Review Commission (ARC).

Step 4

- Architectural Review Commission reviews request and makes a recommendation for approval or disapproval. Approval recommendations are signed off by the Board Liaison.

Step 5

- Architectural Review Commission (ARC) decision and details on approval and/or denial are submitted to Property Manager.

Step 6

- Property Manager logs approval/disapproval and submits to Board for final ratification.

Step 7

- Based on the Board’s decision, Property Manager forwards decision and supporting documentation to Homeowner and files copy of final decision.

Please be advised that the full ARC approval process takes thirty (30) days; the abbreviated ARC approval process takes fifteen (15) days. After ARC approval, all required Village of South Barrington permits must be obtained.

b) Appeal Flowchart

In the event the Board does not approve the Homeowner's application, the Homeowner should follow the following process to appeal the decision:

**Homeowner is not in agreement with
Architectural Review Commission/Board
decision**

<p>Option 1</p> <ul style="list-style-type: none">•Homeowner makes adjustments to their plan as specified in letter from Architectural Review Commission (ARC)•Homeowner submits revised "Alterations and Additions" application to Property Manager•Homeowner follows application submittal process	<p>Option 2</p> <ul style="list-style-type: none">•Homeowner requests a review meeting with Architectural Review Commission (ARC)•Homeowner submits email to Property Manager requesting a meeting date with Architectural Review Commission (ARC)•Homeowner requests Architectural Review Commission (ARC) to re-address original application•If Architectural Review Commission (ARC) still does not recommend approval of application, Homeowner appeals to Board
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The ARC and/or Landscape Commission will be available to consult with Homeowners on any landscape or architectural plans prior to submitting the "Alterations and Additions" form for approval. Any such discussions during such consultation shall not be considered approval.

Further, the time frames described herein shall not commence until a written application has been submitted.

XI. RESPONSIBILITIES OF ASSOCIATION AND HOMEOWNERS

This chart delineates the Association’s responsibility for the common area and lots and the Homeowner’s responsibility for their lots.

Activity	Association Responsibility		Homeowner Responsibility
	Common Area	Lots	Lots
Landscaping			
1. Spring Cleanup			
-Removal of accumulated fall and winter debris from turf and plant beds	X	X	
2. Turf Maintenance			
-Lawn Mowing / Edging as conditions dictate	X	X	
-Minimum three (3) fertilizations per year	X	X	
-Core aeration every other year	X	X	
-Grub control every year on turf only, not beds	X	X	
-Grub control in beds on Lots			X
3. Bed & Tree Ring Maintenance			
-Basic weed control	X	X	
-Final weed control	X		X
-Edging of beds	X	X	
-Mulch	X *		X
4. Shrubs and Ground Control			
-Pruning shrubs ≤ 6 ft	X	X	
-Pruning shrubs greater than 6 ft	X		X
-Hedge trimming	X	X	
5. Tree Maintenance/Care	X		X

-Tree Replacement	X		X
-Pest Control/Fertilization	X		X
-Pruning	X		X
6. Fall Cleanup			
-Annuals - Removal	X		X
-Perennials – cutback as specified in the landscape contract approved by Board	X	X	
-Removal of leaves from turf and beds	X	X	

*Every other year

Activity	Association Responsibility		Homeowner Responsibility
	Common Area	Lots	Lots
7. Irrigation System			
-Maintenance and Repairs	X		X
-Spring Certification	X		X
-Fall turn-off/winterize	X		X
Snow Removal			
1. Streets			
-Plowing	X		
2. Clubhouse			
-Sidewalks	X		
-Parking Lot	X		
3. Resident Driveways			
-Per threshold as defined in the landscape contract approved by Board		X	
-Below threshold as defined in the landscape contract approved by Board			X
4. Walking Paths	X		
5. Mailboxes	X		
6. Fire Hydrants	X		
7. Gates	X		
Ice Control/Salting			
1. Street	X		
2. Parking Lot	X		
3. Clubhouse Sidewalks	X		
4. Homeowner's driveways, porches and steps			X
Infrastructure			
1. Streets and Curbs (repair and replacement)	X		
2. Sewers, Gutters, Catch Basins	X		
3. Gates	X		
4. Streetlights (Master Association)	X		
5. Security Cameras	X		
6. Homeowner's Driveways			X
7. Mailboxes			X
8. Ponds (Master Association)	X		
9. Clubhouse	X		
10. Pool, Tennis Courts and Bocce Court	X		
11. Walking Paths	X		

Exhibit A – Summary Chart of Architectural Commission Review Requirements

Description of work	Preapproved ARC approval not required	Abbreviated ARC application required for expedited review	Full ARC application requires ARC and Board approval
<p>Repainting siding, trim, doors, shutters, gutters, garage door, medallions, railings</p> <p>Replacing siding, trim, windows, doors, shutters, gutters, garage door, medallions, railings</p> <p>Repainting or replacing the siding, trim, doors, shutters or gutters to a <u>different color and/or style</u></p> <p><i>*Each of the listed items can only be painted in a single approved color</i></p>	Same color and style as the original	Exactly same type, color and style	The color must be chosen from the approved HOA color and style palette. Color palette and samples are available at the Clubhouse
Partial and/or complete roof replacement and repairs			Yes (See Article VI, 3, b)
Mailboxes repaired, repainted or replaced	Same color and style as the original		
Exterior security cameras placed in discrete location to minimize observation from street or neighbors. Not to be focused or aimed at adjacent homes	Permitted		
Up to 2 satellite dishes may be installed to provide television or internet. The size must not exceed 24 inches diameter and placement must not be obvious from the street.	Permitted		
<p>Replacing or replanting trees, bushes and/or flowers in existing beds.</p> <p>Side yard beds can extend no more than 4' from house to accommodate mowing. Ornamental grass planted in front of air conditioners by the developer has created an exception to the four (4) foot rule that the Regency Board will grant to this area.</p>	Permitted in existing bed		Expanding or new bed
Replacing or replanting trees, bushes, and/or flowers on side or rear easement	Not Permitted		
Replenishing brown mulch in existing beds	Permitted		
Installation of brick pavers on front stoop, steps and lining concrete driveway		Must be consistent with basic color palette of home	

Description of work	Preapproved ARC approval not required	Abbreviated ARC application required for expedited review	Full ARC application requires ARC and Board approval
Installing brick or stone tree rings or planting bed edging to replace spade edging and reduce or avoid erosion. Color and style must be earth tone and coordinate with brick palette.	Permitted		Any situation requiring an additional layer/tier higher than three (3) inches requires a full ARC application and review
Storm door on front entry or back entry.		Must be full view glass with or without a center mullion. Color must be consistent with the basic color scheme of the house.	
Railings at front or rear stoop		Design must be consistent with others in neighborhood and color must be consistent with basic color scheme of the home	
Retractable awnings covering all or part of rear deck/patio		Color and style must be consistent with basic palette of home	
Backup natural gas electric power generator		Location on side of house and capacity must be reviewed	
Satellite Dish	Permitted		
Solar Panels			Yes
Exterior building additions or alterations			Yes
Natural gas line hookups			Yes
Fireplaces			Yes
Patios or Decks			Yes
Handicap Ramp			Yes
Replacing outdoor garage and porch lights	Permitted		
Addition of an invisible dog fence		Yes	

All other external changes not specifically mentioned above need a regular Architectural Request Form and will be reviewed by the ARC and sent to the Board for final determination.

Exhibit B – Application Forms



Architectural Request (Alterations, Additions, Landscape)

Homeowner _____

Address _____

Email _____

Phone _____

Date of Application _____

Requested Project: Please provide a general description of the requested project below.

Required Documents

The following documents must be submitted along with this application. Failure to submit all the required documents will delay the review of the application.

- ✓ Contractor’s Certificate of Insurance
- ✓ Copy of the Contract with material specification
- ✓ Plat of Survey marked with location and modifications
- ✓ Contractor’s architectural / landscape drawings with existing and additional proposed beds identified.
- ✓ Sample of colors and color copies

- ✓ Deck / Patio dimensions, including elevation
- ✓ Current photo(s) of requested project area

Application Process:

- Homeowner completes the application and submits it, along with the required documentation, to Property Management.
- Property Management submits this request to the Architectural Commission for review.
- Upon ARC approval, the Commission forwards the request to the Board of Directors for final approval at the next scheduled Board meeting.
- Property Manager notifies the homeowner of the Board's decision.
- Upon approval, Homeowner obtains any required permits / approvals from the Village of South Barrington.
- All Village of South Barrington approval forms, and a copy of any permits issued, must be submitted to the Property Management office.
- No work on the requested project may begin until all approvals and required permits are obtained and filed with Property Management.
- Once the project is completed, the Homeowner must contact Property Management to arrange for a final inspection by the ARC.

By signing this application, the homeowner acknowledges that they have read and accepted all processes and requirements for approval set forth by the Board of Directors and in this application.

Homeowner(s) Signature _____ Date _____

ARC Recommendation: (Please circle one) APPROVED DENIED

Reason for Denial _____

Architectural Commission Signature _____ Date _____

Board of Directors Approval Signature _____ Date _____

Property Management Signature _____ Date _____



Homeowner Request to Purchase Landscaping for Common Areas

Homeowner _____

Address _____

Email _____

Phone _____

Date of Application _____

Requested Project: Please provide a general description of the requested project below.

Required Documents

The following documents must be submitted along with this application. Failure to submit all the required documents will delay the review of the application.

- ✓ Contractor's Certificate of Insurance
- ✓ Copy of the Contract with detailed pricing
- ✓ Plat of Survey marked with location and modifications
- ✓ Material specifications, including warranties
- ✓ Contractor's landscape drawings
- ✓ Color photos of fully grown plant or tree
- ✓

Application Process:

- Approval of the request is at the sole discretion of the Board of Directors.
- Homeowner completes the application and submits it along with all required documentation to Property Management. Incomplete applications will be returned to the Homeowner.
- Property Management submits this request to the Landscape Commission for review.
- Upon LC approval, the Commission forwards the request to the Board of Directors for final approval.
- Property Manager notifies the homeowner of the Board's decision.
- Homeowner obtains any required permits from the Village of South Barrington.
- Homeowner is responsible for contacting J.U.L.I.E before planting new trees, shrubs, bushes, or placing hardscape items in a new or existing bed.
- Project may begin only after all approvals and permits are obtained by the Homeowner.
- Homeowner is solely responsible for all funding and completes final payment for project. Once the project is completed, the homeowner must contact Property Management for a final inspection.
- Homeowner will provide a copy of the vendor's written warranty to Property Management for tracking purposes. Homeowner will assign the warranty to the Association.

By signing this application, the homeowner acknowledges that they have read and accepted all processes and requirements for approval set forth by the Board of Directors and in this application. Homeowner relinquishes any and all claims of ownership or stewardship upon completion of installation.

Homeowner further acknowledges that once the project has been completed, all landscaping and related items to this project will become the property of the Regency Homeowners Association to manage at its sole discretion including but not limited to removal, replacement, changes, and removal without replacement.

Homeowner(s) Signature _____ Date _____

Landscape Commission Approval Signature _____ Date _____

Board of Directors Approval Signature _____ Date _____

Property Management Signature _____ Date _____



Abbreviated Architectural Request*

Homeowner _____

Address _____

Email _____

Phone _____

Date of Application _____

*This application may only be used for the following items:

Please check all that apply

Replacing siding, trim, doors, shutters, gutters, garage door with exactly the same type, style and color as original.

Installation of full glass storm doors at front or back of home with or without center mullion. The color must be consistent with basic color palette of home.

Installation of railings for either front or back stoops in a design consistent with others in neighborhood. Color must be consistent with basic color palette of home.

Installation of retractable awnings covering the back patio of home, consistent with basic color palette of home.

Installation of brick pavers along the driveway or brick pavers over the front steps and /or porch.

Installation of Backup natural gas electric power generator (Plat of Survey is required).

Additional required documents:

- Brief description of proposed work
- Materials to be used including color specifications
- As appropriate, copies of product literature showing color choice and photos of material
- Any other information you believe would be helpful in ARC better understanding of the request and reaching an expeditious resolution (e.g., photo of similar installation)
- Contractor's Certificate of Insurance

Application Process:

- All requests, with proper documentation, shall be submitted to the Property Management office at the Regency Clubhouse.
- Property Management will submit the request to a subcommittee of the Regency Architectural Commission (ARC) for review and approval.
- Property Management will notify the homeowner of ARC’s decision, usually within 15 days.
- Project can begin once all approvals are obtained and filed in the Property Management Office.
- Homeowner is responsible for any necessary village permits.
- Once the project is completed, the homeowner must contact the Management Office for an ARC final inspection.

By signing this application, the homeowner acknowledges that they have read and accepted all processes and requirements for approval set forth by the Board of Directors, the Village of South Barrington, and in this application.

Homeowner(s) Signature _____ Date _____

ARC Recommendation: (Please circle one) APPROVED DENIED

Reason for Denial _____

Architectural Commission Signature _____ Date _____

Board Liaison Approval Signature of ARC Determination _____ Date _____

Property Management Signature _____ Date _____

ARC Final Review Signature _____ Date _____

Ratified by the Board of Directors _____