



September 25, 2023

Re: White Oak Estates POA - Updated Roof Material Criteria

Dear White Oak Estates Property Owners,

Please see the attached updated criteria regarding roofing materials.

Please remember that any exterior projects / changes require prior written approval by the Association. You may submit inquiries to this email address for further assistance.

Thank you,

Mperial Asset Management, LLC
As Managing Agent for White Oak Estates POA

**WHITE OAK ESTATES PROPERTY OWNERS ASSOCIATION
BOARD OF DIRECTORS
RESOLUTION TO ADOPT REVISED
ARCHITECTURAL APPROVAL PROCEDURE AND CRITERIA**

WHEREAS, the White Oak Estates Property Owners Association ("Association") is governed by provisions of the Declaration of Restrictions for White Oak Estates Subdivision as amended from time to time ("Declaration"), the Amended By-Laws ("By-Laws") of White Oak Estates Property Owners Association, and the Illinois General Not for Profit Corporation Act, and

WHEREAS, the affairs of the Association are governed by its Board of Directors ("Board"); and

WHEREAS, Article V of the Association's Declaration provides that:

"No owner shall build any structure or make any structural alteration or shall undertake any exterior remodeling or addition to his residence which would substantially alter the exterior appearance thereof, or build any tennis courts, swimming pool or other structure without the prior approval of the plans and specifications thereof by the Board whose consent and approval shall be required, and such consent shall not be unreasonably withheld."

WHEREAS, with revisions concerning the permitted roof material on residences, the Board desires to confirm the existing procedure and criteria for architectural review of projects requiring approval of the Board in order to secure an attractive and harmonious residential development having continuing appeal, to avoid monotony in the design and/or color of residences, and to ensure that such projects conform to the Declaration,

NOW THEREFORE, in furtherance of the foregoing, the Board does hereby affirm and adopt the following procedure and criteria for implementation of Article V of the Declaration, a copy of which shall be delivered to all Lot owners.

Adopted by the Board of Directors at a meeting held on September 15, 2023, at Long Grove, Illinois.

Motion made by _____ and seconded by _____.

Vote Taken. For _____
 Against _____
 Abstain _____

Motion Passed _____ Motion Failed _____

WHITE OAK ESTATES PROPERTY OWNERS ASSOCIATION
ARCHITECTURAL REVIEW PROCEDURE AND CRITERIA

Governing Instrument

Pursuant to Article V of the Declaration of Restrictions for White Oak Estates Subdivision ("Declaration"):

"No owner shall build any structure or make any structural alteration or shall undertake any exterior remodeling or addition to his residence which would substantially alter the exterior appearance thereof, or build any tennis courts, swimming pool or other structure without the prior approval of the plans and specifications thereof by the Board whose consent and approval shall be required, and such consent shall not be unreasonably withheld."

Procedure

A. Any matter requiring the approval of the Board under Article V of the Declaration shall be submitted by the Owner of the Lot to the Board in writing, and shall include four (4) copies of the following:

- 1) Detailed design drawings showing the dimensions, size, height, shape, color, design, and configuration of the project.
- 2) Detailed plans and specifications of the project (and if the project is for a residence or any structural alteration or exterior remodeling or addition to a residence, the plans and specifications shall include floor plans and elevation drawings of all exterior sides, and shall show the total square feet (excluding the basement and garage) of the residence and of any structural alteration or exterior remodeling or addition to a residence). If the project is for a residence, the plans must provide for the following mailbox: Superior MAILBOX Package, black & gold (16298) Whitehall Products, 1625 Warner Street, Whitehall, MI. 49461.
- 3) Detailed site plan showing the position/location on the Lot of all proposed structures including, but not limited to, the residence, pool, tennis court, patio, deck, driveway, parking areas, sidewalks, all easements (e.g., private roadway, public utility and drainage, and conservancy) and building setback lines, and existing and proposed grades on the Lot. The site plan must show that construction or improvements will be made no closer than thirty-five (35) feet of marshy areas, or areas designated on the plat of subdivision as "Conservancy District, Scenic Corridor or Woodland Conservancy Easement".
- 4) Description of all exterior materials and surfaces specifying the material, texture and color shall be indicated on the drawings, which shall provide in the case of a residence that the roof is **real shake cedar, or real slate, or DaVinci Roofscapes Composite in Multi-Width Shake which must be Tahoe or Aged Cedar in Color**, and that the exterior materials are predominantly masonry,

stone, or synthetic stucco (i.e., dryvit). A sample of exterior materials/colors (e.g., brick) must also be provided.¹

- 5) Landscaping schemes, which shall also include the location of existing trees and those proposed to be cut down.
- 6) If available, application for building permit and any and all documents submitted to the Village of Long Grove in connection with such application.

B. The Board shall promptly forward the foregoing documents to the Architectural Review Committee ("ARC") for review. If the ARC requires additional information, plans or other materials to render a decision, or if the Owner has not provided the required information, the Chairperson of the ARC shall promptly notify the Owner in writing, in which case such additional items shall be furnished by the Owner as expeditiously as possible. A sample letter is attached as Exhibit "A."

C. Within a reasonable time not exceeding fourteen (14) days after receipt of the last of the required items from the Owner, the ARC shall meet and make a recommendation in writing to the Board whether to approve or deny the Owner's request, and if the recommendation is to deny the request, the ARC's recommendation shall include the specific reasons therefor. A sample letter is attached as Exhibit "B."

D. The decision whether to approve the request of an Owner rests with the Board. The Board shall consider the recommendation of the ARC at its next Board meeting. The Board shall thereafter advise such Owner in writing whether such Owner's request has been approved or denied and, if denied, the specific reasons therefor. A sample letter is attached as Exhibit "C."

Architectural Review Criteria

A. In evaluating a request by an Owner for any matter requiring the approval of the Board under Article V of the Declaration, the factors to be considered shall include, but are not limited to, the following (to the extent applicable):

- 1) Whether the design of the proposed residence is substantially similar to the design of an existing residence in White Oak Estates Subdivision, taking into consideration such matters, including, but not limited to, design, architecture, materials, and color.

¹ If the color of the exterior of the residence is not known at the time of the submittal to the ARC, a recommendation to approve the Owner's request by the ARC or approval by the Board may be conditioned upon the review and approval of the exterior color (e.g., exterior brick selection) when available.

- 2) Whether the exterior color of the proposed residence is substantially similar to the color of an existing nearby residence. A residence is "nearby" if the Lots are adjacent to each other or are located within three lots of each other.
- 3) Whether the residence will have a minimum of 3000 square feet of livable floor area (excluding the floor area of garage and basement).
- 4) The architectural integrity and compatibility of any proposed structural alteration or exterior remodeling or addition to a residence with the design, color scheme and materials of such residence as originally constructed.
- 5) Whether construction or improvements will be made within thirty-five feet of marshy areas, or areas designated on the plat of subdivision as "Conservancy District, Scenic Corridor or Woodland Conservancy Easement".
- 6) The impact on the grade of a Lot or the drainage.
- 7) Whether the structure or structural alteration or tennis courts, swimming pool or other structure will be located within the building setback lines for the Lot.
- 8) Such other reasonable factors as are deemed relevant in assessing the particular request.

Misc.

A. The Village of Long Grove provides the Association President with notice of each application for a building permit received in connection with a Lot in the Association. If the Owner of the Lot has not already submitted a request for approval to the Board (if the project that is the subject of the application requires Association approval), the Association shall issue a letter to the Lot Owner/applicant describing the Architectural review process. A copy of a sample letter is attached as Exhibit "D."

B. If a project is approved by the Board, the Owner of the Lot shall provide the Board with a copy of the building permit issued by the Village of Long Grove prior to the commencement of any work. Further, any change in the project approved by the Board requires approval of the Board.

Architectural Review Committee.

In accordance with Article VIII, Section 1 of the Amended By-Laws for White Oak Estates Property Owners Association, the ARC may be established by the Board. However, in the discretion of the Board, the Board may serve as the ARC. The ARC shall be responsible for reviewing plans and specifications for projects requiring approval under Article V of the Declaration using the procedure and criteria set forth above and for making a recommendation to the Board whether to approve or deny such

project. All communications between the ARC and any Owner and/or the Board shall be through its Chairperson.

Exhibit "A"
Sample Letter to Owner-Additional Info. Required

Re: White Oak Estates Property Owners Association
Lot

Dear _____:

The Architectural Review Committee of White Oak Estates Property Owners Association has received your request for the construction of a New Structure/or of a _____ on the above referenced Lot in White Oak Estates Subdivision.

The ARC requires the following additional information, plans or other materials to render a decision: (OR) You have not provided the following required information:

_____.

Please provide this as expeditiously as possible, and feel free to call with any questions.

Very truly yours,

Architectural Review Committee-White Oak Estates Property Owners Association

_____, Chairperson

cc: Board of Directors

Exhibit "B"
Sample Recommendation to Board

To: Board of Directors of White Oak Estates Property Owners Association

From: Chairperson, Architectural Review Committee

Re: Lot _____

The Architectural Review Committee has reviewed the request for construction of a New Structure/or of a _____ on the above referenced Lot in White Oak Estates Subdivision.

(If approval is recommended) The Architectural Review Committee recommends that the Board approve the request.

(If approval is not recommended) The Architectural Review Committee recommends that the Board deny the request, for the following reasons:

_____.

Exhibit "C"
Sample Letter to Owner-Board Decision

Re: White Oak Estates Property Owners Association
Lot _____

Dear _____:

Pursuant to Article V of the Declaration of Restrictions For White Oak Estates, recorded in the Office of the Recorder of Deeds of Lake County, Illinois on January 21, 1988 as document no. 2650358, the Board of Directors, with the assistance of the Architectural Review Committee (if applicable), has reviewed your request for the construction of a New Structure/or of a _____ on the above referenced Lot in White Oak Estates Subdivision.

(If approved) The request has been granted by the Board. You must provide the Board with a copy of the building permit issued by the Village of Long Grove prior to the commencement of any work. Further, any change in the project approved by the Board requires approval of the Board.

(If Denied) The request has been denied by the Board, for the following reasons:

_____.

Please feel free to call with any questions.

Very truly yours,

Board of Directors of White Oak Estates Property Owners Association

cc: Board of Directors
Architectural Review Committee

Exhibit "D"
Sample Letter

Re: White Oak Estates Property Owners Association
Lot _____

Dear _____:

The Village of Long Grove Building Department has provided the Association with a copy of your Building Permit Application for the construction of a New Structure/ or for a _____ on the above referenced Lot in White Oak Estates Subdivision.

You should be aware that Article V of the Declaration of Restrictions For White Oak Estates, recorded in the Office of the Recorder of Deeds of Lake County, Illinois on January 21, 1988 as document no. 2650358 provides as follows:

"No owner shall build any structure or make any structural alteration or shall undertake any exterior remodeling or addition to his residence which would substantially alter the exterior appearance thereof, or build any tennis courts, swimming pool or other structure without the prior approval of the plans and specifications thereof by the Board whose consent and approval shall be required, and such consent shall not be unreasonably withheld."

I have enclosed a copy of the Association's Architectural Review Procedure and Criteria describing the documents and information that need to be submitted to the Board for review by the Architecture Review Committee and consideration by the Board. Note that this project cannot commence without approval of the Board of Directors.

Please feel free to call with any questions.

Very truly yours,

Board of Directors of White Oak Estates Property Owners Association

Enclosure

cc: Board of Directors
Chairperson, Architectural Review Committee

CERTIFICATION

I, _____, Secretary of White Oak Estates Property Owners Association, an Illinois not-for-profit corporation, do hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of said Association, upon motion duly made and seconded at its September 15, 2023 Meeting which was duly noticed and at which a quorum of directors was present throughout, and that said Resolution has not been modified, altered or rescinded but remains in full force and effect.

Certified this 15th day
of September, 2023.

Secretary