

WORMAN'S MILL ARCHITECTURAL GUIDELINES

OPENING STATEMENT **ARCHITECTURAL GUIDELINES**

Worman's Mill is planned to be more than an ordinary residential development. It is anticipated that it will evolve as a master-planned residential community with the ambience and quality of life typical of a small town. Scheduled to be developed in accordance with well-conceived design concepts and standards, Worman's Mill is projected to include various facilities and amenities to serve the needs of the residents. Such facilities include a community center, swimming pool, tennis courts, walking and biking trails and considerable open space.

These guidelines are established to ensure that the design concepts and aesthetic standards established for the benefit of all residents will be maintained. The guidelines are to preserve the curb appeal of the homes; the appeal that attracted the residents and encouraged them to come to Worman's Mill in the first place.

Each home within the community of Worman's Mill is within a 'Cluster'. Each cluster has architectural guidelines that are generic throughout the community, and each cluster has guidelines that are specific to the design concept and aesthetic standards of that particular cluster.

Please take the time to read these guidelines carefully. As previously stated, there are some features of these guidelines that pertain to the cluster in which you live, and therefore may or may not be acceptable in other parts of the community.

Design Review and Architectural Control.

Design Review: Unless otherwise provided by the Design Guidelines set forth below, no changes or additions or modifications with respect to the exterior appearance of the housing unit and/or lot shall be made or done without the prior review by the Architectural Control Committee and/or the written approval of the Design Review Board. The Design Review Board shall:

- (1) Review and approve, modify or disapprove written applications from Owners and the Conservancy for all improvements, changes or additions to Lots, Living Units or the Common Area. Applicants shall submit detailed plans for any actions requiring approval of the Design Review Board.
- (2) Propose design guidelines and standards for adoption by the Board, which shall, upon adoption by the Board, become part of the Governing Documents.

PROCESSING STEPS

As stated above, any permanent or temporary change to the home or property will require the submission of a Property Improvement Request form. Changes within any Courtyard Homes home must be consistent with the design elevations and ambience of homes within the *cluster*.

Applications must include a complete and accurate description of the proposed improvement(s). Supporting exhibits are also required, such as a site plan showing the location and dimensions of the proposed improvement(s); architectural drawings or plans; landscape plan that includes direction of water drainage; material and/or color samples, etc. The design guidelines and Property Improvement Request form provide guidance with respect to the supporting documentation required for various types of improvements. The ACC members may be contacted for further information required documentation.

Homeowners seeking any change to the exterior of their homes or lots must submit an application to the *cluster architectural committee*. This must include a sketch of the area, a plot plan, a photo if applicable, a listing of materials, and color. These changes include landscaping, patios, storm doors, walkways, and other improvements.

STANDARD: Property Improvement Request (PIR) forms will be reviewed within forty-five (45) business days from the date the form is received by the DRB, from the Palatine Homes ACC.

No work shall be commenced until the homeowner has received written approval from the Design Review Board (DRB).

- **STEP #1:** Homeowner obtains a PIR from the community manager. The homeowner completes the PIR and submits it to the manager (It is suggested that the applicant make a copy of the application for his/her records, as the application will not be returned to the applicant but will remain on file at the office of the Conservancy). The manager will review it for completeness and accuracy. If the manager finds the application to be incomplete and/or inaccurate, the form is returned to the applicant.
- **STEP #2:** If the application is complete and accurate, it is logged in (by date) and forwarded to the Chairperson of the Courtyard Homes Architectural Control Committee. The Courtyard Homes ACC reviews the PIR and makes recommendations to the Conservancy DRB for approval or denial and forwards the application to the DRB.
- **STEP#3:** DRB reviews and approves/disapproves the PIR at the next scheduled DRB meeting. The decision is available to the ACC within 24 hours (it is incumbent upon the ACC to retrieve the DRB decision).
- **STEP #4:** The homeowner/applicant is notified by letter within 5 business days of the date of the decision. The manager acting on behalf of the DRB, sends the letter via regular mail if the request is approved by the DRB and by regular and certified mail if the request is denied.

Appeals Procedure

A homeowner may appeal a decision of the DRB by submitting a written request to the Board of Trustees within ten (10) days after the date of an action by the DRB. This request should include any new or additional information that may clarify the requested change or demonstrate its acceptability. The Board may, at its discretion, conduct an informal hearing related to the appeal. The Board will respond in writing within sixty (60) days from the date of receipt of an appeal. The failure of the Board to override the decision of the DRB within 60 days shall be deemed a decision to uphold the prior decision of the DRB.

Enforcement Procedures

Conservancy documents allow the DRB and the Board of Trustees to enforce compliance with the Association's Design Guidelines. The following procedures will normally be used. Exceptions may occur based on unusual circumstances.

1. A violation may be reported in writing to the Board of Trustees.
2. The Board of Trustees will appoint individual(s) to evaluate the complaint by a site visit.
3. Based on information obtained at the site visit, a Board Trustee or a designated representative will contact the resident(s) involved either in person or by telephone and attempt to resolve the problem. If this approach is unsuccessful, the Board will send a letter to the resident advising of the violation and requesting appropriate action to remedy the violation. Notice will be sent by certified mail where the violation is deemed to involve an immediate emergency or where such violation, if not remedied, will increase or enhance with the passage of time. The letter will reference the appropriate section as well as Article X, Section 3 of the Covenants, which describes the Board of Trustees' ability to impose fines.
4. The resident must comply with the Board's request within two weeks. If the resident believes that an error was made, he/she has the option to write a letter to the President of the Board of Trustees of the Worman's Mill Community Conservancy. The letter must include an explanation of why compliance is not possible and/or any other extenuating circumstances that will support their case.
5. If the issue is not resolved within two weeks, a letter will be sent to the resident asking that he/she meet with the Board at a mutually convenient time to discuss the matter. This will be a closed session. At the meeting, the resident will be afforded the opportunity to explain his/her position. If, at the end of this session, the Board believes that the resident remains in violation, it will explain the provisions of Article X, Section 3, Fines, and any decision to invoke the Article. Fines of up to \$25 per day may be imposed until the resident complies with the Covenants.

Guideline Changes

Proposed additions or changes to these Guidelines may be submitted to the DRB through ACC.

Failure to Act

In the event the Design Review Board fails to approve, modify or disapprove in writing a *complete and correctly filed application* within forty-five (45) days after receipt from the Courtyard Homes ACC, approval will be deemed granted. Total or partial disapproval of an application should set forth the reasons for such disapproval.