

RULES

AND

REGULATIONS

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RULES AND REGULATIONS WILLOWGATE ON THE FOX HOMEOWNERS' ASSOCIATION

June 1, 1999

RULES: PURPOSE AND AUTHORITY

Willowgate Townhome Rules have been established to help preserve the financial investment of its homeowners, protect the beauty of the property, ensure architectural compatibility within the community, and provide lifestyles acceptable to the majority of the residents, in accord with the Willowgate Declaration of Covenants, Conditions and Restrictions ("CCR") and By-Laws accepted by each owner upon joining the Willowgate community.

Willowgate By-Laws empower the Board of Directors (the "Board") to adopt rules for the purpose of governing how homeowners use Willowgate property, and how the Board may administer, manage and operate Willowgate property. The By-Laws allow the Board of Directors to amend the rules from time to time as needed.¹

Willowgate CCRs empower the Board of Directors on behalf of the Association and the homeowners with the right to enforce the rules.²

The following rules are drawn in compliance with Willowgate CCRs and By-Laws dated March 1, 1991, and where relevant, St. Charles ordinances and Illinois laws.

GENERAL RULES

Pets

1. CCR 7.6 *"No animals, reptiles, rabbits, livestock, fowl or poultry of any kind shall be raised, bred or kept in any Unit or on any Unit or the Common Area except that each Unit may keep one (1) dog and two (2) neutered cats, subject to rules and regulations adopted by the Board from time to time, provided that they are not kept, bred or maintained for any commercial purpose, and provided further, that any such animal causing or creating a nuisance or unreasonable disturbance shall be permanently removed from the Property upon ten (10) days' written notice from the Board."*

¹ By-Laws Art V 5.01(e); Art V 5.02(a)

² CCRs Art II; Art IV 4.3; Art V 5.2.1, 5.12.; Art VII 7.3; Art VIII 8.2; Art IX 9.2; Art XIV 14.1

2. **Dogs** shall be leashed at all times while being walked throughout Willowgate Common Area. The dog owner, without delay, must remove from the Common Area and dispose of the feces at the dog owner's unit. When not being walked on leash, dogs shall be kept inside the unit or confined by an underground electric fence adjacent to the unit. Board approval is required prior to installing an underground electric fence. Dogs must be kept under control at all times to avoid frightening other residents or in any way becoming a nuisance.
3. **Cats** shall be deemed a nuisance by frequently relieving themselves in residents' flower beds, frightening away birds, or other acts. Also, cats may become a health issue for residents who are allergic to cats. If a cat owner becomes aware that his/her cat has become a nuisance or health issue to another resident, the cat owner must restrict the cat to avoid the nuisance.
4. A pet may not be tied up outside.
5. Unit owners are fully responsible for their or their guests' pets abiding by the pet rules. If a pet causes any damage to common property, the cost of repair shall be paid by the owner of the unit where the pet resides or is visiting. The Board will employ an agent or employee to enter upon the property and to repair it, then bill the responsible unit owner for the cost of repair. The payment for the cost of repair is due upon demand.
6. City of St. Charles Ordinance 6.12.060 Nuisances is adopted by reference as follows:
*"Any animal shall be classed as a nuisance, and its owner held in violation of this title, when such animal shall commit and repeat any of the following acts:
D. Barking, whining, howling, or otherwise emitting loud noises excessively for an extended and uninterrupted period while on the property of the owner or within the confines of the owner's residence or other enclosed building on the owner's property.*

Personal Property

Storage (see CCR 7.8)

1. Unit owner shall keep patios and all other areas contiguous to his or her unit free and clear of rubbish, debris or other unsightly materials, obstructions or structures.
2. Except for cooking grills which may be stored on the back side of a unit, no item of any kind, including but not limited to sports equipment, tools, baby carriages, playpens, lawn or lounge seating, bicycles, wagons, toys, sandboxes may be left out indiscriminately.
3. Canoes must be stored in the wetlands, on either side of the path. During off season, canoes must be camouflaged by a covering which must blend in with the surrounding area.

4. No clothes, sheets, blankets, laundry of any kind or other such articles shall be hung out or exposed on an part of any unit except as approved by the Board.

Garage Sales

No garage, estate, or like sales shall be allowed.

Signs and Advertisements

1. No signs or advertising materials, other than unit "For Sale" signs, shall be placed anywhere on Willowgate property, except signs posted by the authority of the Board.
2. "For Sale" signs
 - 1) There shall be one sign for a unit.
 - 2) The sign shall not exceed the following dimensions:
Height 18"
Width 24"
Thickness ½"
 - 3) Mounting:
No post shall exceed the following dimensions:
Height 30"
Width 4"
 - 4) Height: The overall height of the sign and posts shall not exceed 40".
 - 5) Placement: The sign shall be placed in the area between the Homeowner's unit and its sidewalk.

Flags

1. Flag attachments mounted to a unit require review by the Architectural Committee and approval by the Board. No flag of any kind may be suspended from a pole longer than 5'. Flags are not to be placed on the common area.
2. Placement:

Front (Willowgate Lane side): The American flag may be displayed on national holidays. No other flags shall be displayed on the front side of a unit.

Side: No flags shall be displayed on the side of a unit.

Back: Flags may be displayed from Board-approved attachments.
3. Size:

Flags shall not be larger than 3' x 5' or 2,160 square inches.

Seasonal Decorations

1. Seasonal decorations at the Homeowner's individual discretion are allowed in the area between the Homeowner's unit and its sidewalk and on the front stoop.
2. All other decorations are to be initiated and/or approved by the Board.
3. Time limitations:
 - 1) For December holidays, the time allowed for illuminated decorations is from Friday after Thanksgiving until February 1.
 - 2) All other holiday decorations may be displayed one week before and removed one week after the event.

Outdoor Decorative Lighting

Except for lighting in accordance with seasonal decorations rules, only low voltage, commercially produced, decorative sidewalk lighting may be installed in accordance with the following:

1. Along the sidewalk, between the sidewalk and the unit.
2. No higher than 24" from the ground.
3. Each light source must be deflected and shall not be reflected towards a neighboring unit. Lighting must be deflected either (a) directly towards the ground, or (b) towards the base of the owner's unit.

Bird/Butterfly Houses and Feeders

1. A maximum number of two birdhouses and two butterfly houses is allowed per unit.
2. The maximum size of houses may be no larger than 2 feet x 2 feet.
3. Houses mounted on a finished metal or wooden post are not to be placed on the front (Willowgate Lane side) of the unit.
4. None of the above, except small feeders and small birdhouses that will not damage trees, may be mounted or hung from a tree within the common area.
5. Houses may be mounted on a finished metal or wooden post, no taller than 8 feet. Posts cannot be set in concrete, but must be sturdy and set appropriately to safely support the house and remain upright.

6. Houses and posts must be of a type and maintained by the Homeowner in a manner not to detract from the appearance of the community.

Front Entry Furniture and Urns

“Front entry” is defined as “stoop” or “cement slab” at the front entrance door to a unit.

1. The approved furniture for front entry areas is to be made of stone, wrought iron, or wood. All other front entry furniture requires approval from the Board.
2. Two decorative floral containers are permitted on the front entry without Board approval. Any additional containers require Board approval.
3. All other gardening containers are restricted to porches and patios.

Statuary, etc.

Statuary, sculpture or other objects purporting to be of artistic nature, etc. is subject to approval by the Board.

Grills

1. Cooking grills may be used only on back side of the unit.
2. It is permissible to store grills outdoors only on the back side of the unit.

Garbage

1. Garbage should be put out the morning of pick-up to reduce the chance of animals making a mess, but if this is not possible, garbage should be put out after 6:00 p.m. on the day before pick-up.
2. Garbage shall be contained in securely tied plastic bags or sealed containers. If garbage is spilled, the resident must clean it up without delay. Empty boxes should be positioned so they will not be blown about by the wind. Loose garbage or garbage in paper bags is strictly forbidden. (Adhere to City of St. Charles rules.)

Parking see CCR 7.5, 7.8

“Residents” are defined as all persons who permanently reside in a unit. Students home for vacation or holidays are considered to be residents.

1. Parking stickers. Parking stickers serve as (a) a security device to identify ownership of automobiles parked in Willowgate outdoor parking areas, and (b) a solution to the

problem that arises when resident parking (garage and asphalt driveways) is temporarily inadequate or inconvenient.

- (1) Each unit will receive 2 parking stickers.
 - (2) All residents shall place parking stickers on the windshields of each of the vehicles.
 - (3) Additional parking stickers are available upon request to the management company. A nominal fee may be charged.
2. Resident Parking. Residents shall park their automobiles in their garages or on their driveways. Temporary parking is permissible in the outdoor parking areas when the parking sticker is displayed.
 3. Overnight Parking on Willowgate Lane; Parking on unpaved areas or grass. Overnight parking on Willowgate Lane is not allowed. Parking on unpaved areas or grass is never allowed.
 4. Outdoor Parking Areas. CCR 7.5 *The outdoor parking areas within the Property or Common Area (including the private driveways on the Units) shall be used exclusively for the parking of automobiles. No boats, trailers, commercial trucks, motorcycles, motor scooters, bicycles, motor homes recreational vehicles or other vehicles or property of any kind shall be parked or stored thereon.*
 5. Parking During Snow Removal. To facilitate snow removal in the event of a two inch (2") snowfall, all automobiles should be moved from outdoor parking to unit garages or driveways.
 6. Exceptions to Parking Rules. Any exceptions to the above parking rules require pre approval to be obtained during working hours from the office of our Property Manager.

Garage and Driveway Use.

1. Garage doors. Garage doors shall be kept fully closed at all times unless the owner is engaged in an activity that requires the door to be open.
2. Driveway use. Except in an emergency, no automobile repair or maintenance shall be done outside the homeowner's garage. (This does not apply to detailing, washing and waxing.)

Speed Limit

1. The Willowgate Lane speed limit 16 miles per hour. No signs will be posted.

Noise

1. The following City of St. Charles ordinances are adopted by reference:

9.24.010 part A: It is unlawful to make or cause to be made any noise or sounds of such volume or of such a nature as to cause annoyance to residents of the city.

9.24.010 part B: It is unlawful to disturb the peace by making of unnecessary noise.

2. Violations of the above city ordinances should be reported to the City of St. Charles Police Department and a written report to the Property Manager to establish a record of the complaint.
3. Audio equipment must be operated at such volume as to not be audible or offensive to neighbors.

Pond Rules

1. No swimming is allowed.
2. No fishing is allowed.
3. No ice skating is allowed.

LANDSCAPING/ARCHITECTURAL RULES

Landscaping (see CCR 7.10)

1. Written approval for any additions, changes or alterations to landscaping must be obtained from the Board.
2. Plants: Annual plants are the one exception to the written approval rule. Annual plants may be planted in existing shrub and tree beds without Board permission. The Homeowner is responsible to maintain his or her annuals which includes but is not limited to cleaning up and removing all dead debris soon after the first killing frost.
3. Board approval must be obtained through a review process which is initiated through submission of the following documents to the Board.

- (1) the Application For Landscaping/Architectural Change, and
- (2) the Landscaping/Architectural Change Criteria

A copy of each document is attached for informational purposes.

4. If in the discretion of the Board, any additional approved landscaping must be removed and/or replaced, the cost of removal and/or replacement shall be paid by the homeowner. The Board will employ an agent or employee to enter upon the property and to remove and/or replace the landscaping, then bill the Homeowner for the cost of the removal and/or replacement. The prompt payment is due upon demand.
5. The Board may determine from time to time to remove and not to replace certain items of landscaping on the property.

6. Pursuant to Planned Unit Development (PUD) Rules, nothing may be added or removed from the Wetland area without Board approval (in accordance with PUD.)

Architectural (see CCR11.1)

1. Written approval to add, change or alter any item listed at 11.1 of CCR including, but, not limited to the following, must be obtained from the Board by way of the review process explained in the **Application For Landscaping/Architectural Change** and the **Landscaping/Architectural Change Criteria**.

- patios
- courtyards
- skylights
- irrigation systems
- storm doors
- accent lighting
- decorative walls and gates
- satellite dished and speakers
- hose hangers/caddies
- flag, planter, pole, other decorative attachments
- outdoor lighting and transformers
- decorative and/or functional borders
- underground dog fences
- underground electrical installations
- awnings

RULES & REGULATION ENFORCEMENT

Reporting Rule Violations

In the event unit owners cannot resolve perceived rules and regulation violations between themselves, all complaints shall be directed to the Property Manager in writing.

General Rule Complaint

1. The Board has delegated to the Property Manager the responsibility of receiving, investigating, and making a determination on Homeowner complaints of perceived general rule violations. In delegating this responsibility, the Board also provided procedures and directed the Property Manager to follow them.³
2. If a Homeowner is in violation of a rule, the Property Manager will notify the Homeowner and the Board of the violation. If the violation is not timely cured,⁴ the Property Manager will notify the Homeowner of the fine.⁵

3. The St. Charles police should be called for immediate action regarding the violation of city ordinances. City ordinance violations should also be reported to the Property Manager.
4. The Homeowner may appeal to the Board.⁶

Landscaping/Architectural Complaint

1. The Property Manager will receive complaints relating to rules applicable to Landscaping and Architecture and **refer** to them to the Landscaping or Architectural Committee. The relevant committee will **make a recommendation** to the Board. The Board will review the recommendation and **make a determination** of the complaint and the Property Manager will notify the Homeowner of the fine.
2. The Homeowner may appeal to the Board.⁷

³ See Procedure for Rule Violation/Fines, page 10

⁴ See Procedure for Rule Violation/Fines, 2. Compliance, page 10

⁵ See Procedure for Rule Violation/Fines, 4. Non-compliance, page 10

⁶ See Procedure for Rule Violation/Fines, 3. Appeal the Determination, page 10

⁷ Procedure for Rule Violation/Fines, 3. Appeal the Determination, page 10

Procedure for Rule and Regulation Violations/Fines

1. *Notice.* When either the Property Manager or the Board determine that a rule or regulation has been violated, a notice letter will be mailed to the violating Homeowner by registered or certified mail, with a copy to the Board President. The procedure and process starts with the date of the mailing of the registered/certified letter from the Property Manager.
2. *Compliance.* If the Homeowner acknowledges that the violation is valid, he/she should comply with the request in the report within ten (10) days of the dated registered/certified letter. If compliance is not possible within said ten (10) days, the Homeowner should contact and explain to the Property Manager.
3. *Appeal the Determination.* If the Homeowner denies a violation of a rule or regulation he/she shall immediately contact the Property Manager to suspend the procedure and set a date for the Board to hear the appeal, either by private meeting with the Board or at the next Board meeting. The Homeowner must notify the Property Manager within seven (7) days of receipt of the notice. The reporting Homeowner will be notified and asked to attend the appeal meeting.
4. *Non-compliance.* In the event a Homeowner fails to cure a violation within ten (10) days of receiving notice and has not appealed the alleged violation to the Board, a \$100 fine shall be levied against the Homeowner, which is due and payable within thirty (30) days of billing. If the fine is not paid within said time period, an additional fine in the amount of \$200 shall be levied. In the event a Homeowner appeals a notice or violation and the Board determines that a fine is due and owing, such fine shall be paid within thirty (30) days of issuance.
5. *Charges to Homeowners:*
 - 1) Homeowner(s) will be charged with the cost to repair any damage that is caused by a resident, guest or pet. The Board, through its agents and employees, will repair the damage and collect the cost of the repair, upon demand, from the violating Homeowner.
 - 2) The Board reserves the right to eliminate a non-compliance violation and bill the Homeowner accordingly.

APPLICATION FOR LANDSCAPING/ARCHITECTURAL CHANGE

Designed to create due process for the homeowner and due diligence for the Board.

- I. PLEASE REVIEW YOUR REQUESTED CHANGE USING THE ATTACHED
“LANDSCAPING/ARCHITECTURAL CHANGE CRITERIA.”

The “Landscaping/Architectural Change Criteria” is the standard that both the Architectural Committee and the Board will use to act on your request. This criteria is based on the terms of Articles II, VII, and XI of the Willowgate Covenants. Maintenance responsibility for each approved change is the responsibility of the applying homeowner by signed agreement.

- II. DESCRIBE THE CHANGE YOU ARE REQUESTING (INCLUDE PHYSICAL
DIMENSIONS):

INCLUDE PHOTO, DIAGRAM OR OTHER PHYSICAL REPRESENTATION.

- III. MAIL OR FAX THIS APPLICATION TO ALMA PROPERTY MANAGEMENT.

After receipt of the application:

The Architectural Committee will:

- ❖ Review your request.
- ❖ Contact you and any affected homeowner to set a meeting if approval questions arise.
- ❖ Make a recommendation to the Board.

The Board will:

- ❖ Review the Committee’s recommendation.
- ❖ Contact you and any affected homeowner to set a meeting, if approval questions arise.
- ❖ Make a final determination and notify you in writing whether your request is approved or denied.

Homeowner _____
Unit _____
Date _____

LANDSCAPING/ARCHITECTURAL CHANGE CRITERIA

A. ARTICLE II: PROTECTION OF THE PROPERTY ("Yes" is required for 1, 2 and 3.)

Is the requested change

1. *Consistent* with the original development and existing approved changes?

Comments, including specific examples:

Consistent? Yes No

2. *Proper* considering such things as size, shape, color, number of items, damage to property, visibility of the requested change?

Comments:

Proper? Yes No

3. *Tasteful* considering the Willowgate architectural theme?

Comments:

Tasteful? Yes No

B. ARTICLE II: PROTECTION OF EACH OWNER: ("No" is required for 1, 2, 3 and 4. "Yes" is required for 5.)

Would this change

1. *Depreciate the value of the Property?* Yes No

Comments:

2. *Create an improper use of the surrounding Property?* Yes No

Comments:

3. *Be haphazard and inharmonious?* Yes No

Comments:

4. *Interfere with property setbacks from public and private streets or interfere with adequate "setbacks" between structures?* Yes No

Comments:

5. *Provide adequately for Willowgate to be a residential town home subdivision of the highest quality and character?* Yes No

Comments:

C. ARTICLE VII: COMPLIANCE WITH "USE" PROVISIONS

Is the proposed architectural/landscaping change in compliance with 7.1, 7.2, 7.4, 7.8 and 7.9?

Yes No

Comments:

IMPORTANT

Your Board of Directors along with the Architectural Control Committee and the Landscape Committee have prepared this manual to facilitate understanding of (1) the allocation of exterior maintenance between the Association and homeowners, and (2) the process by which changes to architecture or landscaping can be made.

Before making any changes to the outside of your unit, please consult this helpful publication. In some cases the Architectural control committee or Landscape Committee will provide names of contractors and approved products, once you have made the required filing for a change.

From time to time you may receive additions to this manual.

- c. The Landscape Committee looks at the shrub, tree or area and decides on a course of action.
- d. If the Landscape Committee agrees with the homeowner that the request is within the Association's responsibility, which is usually the case, the landscape committee asks the management company to get a bid for the work.
- e. The management company asks one or more contractors for a bid. The homeowner is free to obtain their own bid from a third party contractor to do the work and submit to the landscape committee and management company for approval.
- f. The contractor looks at the shrub, tree or area and sends a bid for the work to the management company.
- g. The bid for the work is sent from the management company to the Landscape Committee.
- h. The Landscape Committee decides whether the budget will allow for the work to be done and authorizes the work in writing to the management company if the work is approved.
- i. The management company notifies the contractor that the contractor's bid is approved.
- j. The contractor schedules and completes the work.

This explains why there can be such a lag between a homeowner's request and the work getting done. (Of course, weather can also affect the timing of the work being done.)

3. The Landscape Committee requests that you put all requests in writing to the management company with a copy to the Landscape Chairs. We will no longer process verbal requests until the written version is submitted. Also, the time to plant is May-early June in the spring and September-October in the fall. Planting is not successful in July and August heat. Any requests to plant between late June and August must either wait until fall or have the firm commitment of the homeowner to water carefully and to take fiscal responsibility for that plant if it should die from the summer heat.

C. Landscaping Change at Homeowner's Expense

1. Any changes that the homeowner wants to make (at their own expense) to the current landscaping must be presented to the Landscape Committee, using an Application for Landscape Change form. The Landscape Committee will approve or disapprove the work or refer it to the Board. Since this process takes time, please allow at least several weeks for this process.

2. The Landscape Committee will only approve the use of low maintenance, native species (indigenous to our area) to be added to what is already planted. Therefore holly, rhododendrons, azaleas and roses are some of the species that will not be approved. (Homeowners wanting to plant any of these species may be granted special permission by the Landscape Committee on an individual basis,

APPLICATION FOR LANDSCAPE CHANGE

(Use this form for improvements at Owner expense, not regular maintenance requests that are sent to ALMA)

Before any change to existing landscape can be made by an individual homeowner, he or she must obtain permission from the Landscape Committee. Since this process may take several weeks or longer, please fill out this form and return it to ALMA with enough lead time before your project is planned. Since some plans may involve approvals by both the Landscape Committee and the Architectural Committee (such as a new patio with new plantings around it), please allow enough time for this.

Use this form for approval of any changes to the trees, shrubs, and flower gardens surrounding your property. For example, if you wanted to replace three spirea shrubs (because you didn't like them) with three yews.

1. Please describe the change you are requesting. Include the dimensions of the project, a diagram and the plan, if a landscape designer is working with you. If you plan to do the work, please include a clear sketch of the scope of your plan. A photo would be helpful.

Homeowner
Address
Date

WILLOWGATE MAINTENANCE OBLIGATIONS

HOMEOWNER RESPONSIBILITIES

Homeowners are responsible for their respective units in all areas not covered by Association responsibility including but not limited to the homeowner items listed below.

| Responsibility | Comment |
|--|--------------------------------------|
| 1 Air Conditioners & Furnaces | Interior & Exterior components |
| 2 Appliances | Includes garage door opener |
| 3 Brick, stone, wood, metal borders **** | Part of unit landscaping |
| 4 Cable & wireless TV transmission | |
| 5 Casualty Loss covered by Insurance | |
| 6 Chimney Caps **** | |
| 7 Door bells & button | |
| 8 Drywall repair due to roof leak | |
| 9 Electric dog fences | |
| 10 Electrical Interior | |
| 11 Electrical outside service | |
| 12 Exterior mounted objects **** | ie. Hose hangers, flag mountings etc |
| 13 Fireplace, interior flue | |
| 14 Foundation leaks/cracks | |
| 15 Garage floors | |
| 16 Gas / electric / water service | |
| 17 Ice damming/ ice sickles | Any damage to building and/or roof |
| 18 Insulation | |
| 19 Irrigation systems **** | |
| 20 Lighting, exterior fixtures **** | |
| 21 Mail boxes | Locks and keys |
| 22 Patio, Sliding, Storm & Screen Doors **** | |
| 23 Patios & Walks leading to and from **** | All aspects of patio design |
| 24 Plumbing Systems | Includes outside spigots |
| 25 Roofs * & ** & **** | See Notes below |
| 26 Screening for porches **** | |
| 27 Skylights **** | |
| 28 Sump pumps including piping | |
| 29 Telephone service/lines | |
| 30 Transoms and door side lights **** | |
| 31 Watering *** | See Notes below |
| 32 Willful, wanton conduct; negligence | |
| 33 Windows **** | |
| 34 Wrought iron **** | On or adjacent to unit |

See Notes on accompanying sheet.

APPLICATION FOR ARCHITECTURAL CHANGE

Designed to create due process for the homeowner and due diligence for the Board.

I. PLEASE REVIEW YOUR REQUESTED CHANGE USING THE ATTACHED "ARCHITECTURAL CHANGE CRITERIA".

The "Architectural Change Criteria" is the standard that both the Architectural Committee and the Board will use to act on your request. This criteria is based on the terms of Articles II, VII, and XI of the Willowgate Covenants. Maintenance responsibility for each approved change is the responsibility of the applying homeowner by signed agreement.

II. DESCRIBE THE CHANGE YOU ARE REQUESTING (INCLUDE PHYSICAL DIMENSIONS):

INCLUDE PHOTO, DIAGRAM OR OTHER PHYSICAL REPRESENTATION.

III. MAIL OR FAX THIS APPLICATION TO ALMA PROPERTY MANAGEMENT.

The Architectural Committee will:

- ◆ review your request
- ◆ contact you and any affected homeowner to set a meeting if approval questions arise
- ◆ make a recommendation to the Board.

The Board will:

- ◆ review the committee's recommendation,
- ◆ contact you and any affected homeowner to set a meeting if approval questions arise
- ◆ make a final determination and notify you in writing whether your request is approved or denied.

Homeowner _____
Unit _____
Date _____

ARCHITECTURAL CHANGE REQUEST FORM

Name: _____ Date: _____

Address: _____

Phone Home #: _____ Work #: _____

Nature of Improvement or Request: _____

Color: _____ Location: _____

Dimensions: _____

Construction Material: _____

Contractor: _____

A sketch of all improvements or requests must be submitted and attached to the application to show location and dimensions. A brochure from the supplier describing the improvement would be helpful. The contractor providing service must submit a Certificate of Insurance showing proof of General Liability Coverage prior to work commencing.

I understand the rules concerning the proposed improvement. I agree to abide by the rules set forth in the governing documents of the Association and will be solely liable and responsible for upkeep and maintenance of this improvement or change.

Signed: _____ Date: _____

For Association Use Only

Approved by: _____ Date: _____

Disapproved by: _____ Date: _____

Comments: _____

Signed: _____ Date: _____

7/6/97