

Boulder Ridge Property Owners' Association (BRPOA)
Architectural Control Committee (ACC) Application Instructions

This ACC Application and Instructions is effective 8/16/2022 and makes previous versions of the application and instructions void and obsolete.

Before completing this **ACC Application Form**, each Homeowner should review the **BRPOA Architectural Guidelines** for more detailed guidance and criteria related to your home improvement project. The **BRPOA Architectural Guidelines** can be found in the GUIDELINES and FORMS/APPLICATIONS Section of our website: www.boulderridgepoa.net

IF YOU HAVE ANY QUESTIONS REGARDING YOUR PROJECT, PLEASE CALL US!

In accordance with the **BRPOA Architectural Guidelines**, an **ACC Application Form** must be submitted and approved prior to any type of Change work and Change activity commencing for the following exterior projects:

Term Definition - A "Change" is defined as and not to mean all inclusive; any activity to modify, repair, fix, adjust, tweak, remove, replace, install, relocate, expand, reduce, reposition, bring back to, add, subtract, etc.

- Basketball hoops – permanently installed
- Doors – front/garage/side, etc.
- Driveway including driveway ribbons
- All exterior painting or staining of your home, including front door, garage door, siding, deck, etc.
- Home/room addition/extension, including three or four seasonal rooms
- Tree - roadway and non-roadway
- Mailbox/pole
- Deck, gazebo, pergola, patio, fireplace, slab, base, footing, foundation, etc.
- Playground equipment, including winter ice hockey rink
- Roofs, including gutters and downspouts
- Sidewalk, steps, path or stoop, etc.
- Windows, exterior shutters or retractable awnings
- Swimming pool, therapy pool, spa or hot tub
- Solar roof panels
- Generators
- Drain systems, including French-style
- Any other exterior project which requires a Village Permit

The Architectural Control Committee will review each **ACC Application Form** as to the compliance of such plans with the **BRPOA Architectural Guidelines**, including the harmony of external design, location and appearance in relation to surrounding structures and topography.

The Process Steps:

1. Homeowner completes the attached **ACC Application Form** (see next page)
2. Homeowner provides supplemental documents, as described on the **ACC Application Form**, to facilitate the review of the **ACC Application Form**
3. Homeowner will submit the completed ACC Application Form, supporting documents and compliance fee to the ACC Committee
4. The ACC Committee will review the **ACC Application Form** based on criteria described above and in accordance with the **BRPOA Architecture Guidelines**.

5. A project of a Homeowner whose property adjoining to the Boulder Ridge Country Club (BRCC) property, is subject to a site line set back easement and may require project approval by the BRCC (i.e. decks, pools, patio, playground equipment, etc.). The ACC Committee will advise the Homeowner if BRCC is required. It is the Homeowner's responsibility to obtain BRCC permission and acceptance on their project before ACC Committee provides BRPOA approval.
6. Once approved, the ACC Committee will issue a Project Approval Letter to the Homeowner.
7. Once the Project Approval Letter is received the Homeowner can apply for a permit with the Village or proceed with the project if the Village informs you that a permit is not required.
8. Upon completion of the project, the Homeowner must notify the ACC Committee for their final inspection. Proof of Final Approval from the Village must be provided to the ACC Committee for all Village permit required projects prior to your project file being closed out by the BRPOA. Any compliance fee collected from you will be returned and the file will be closed out. (All compliance fees will be cashed and deposited with the BRPOA).

Important:

Failure for a Homeowner to obtain written approval prior to commencement of work OR failure for a Homeowner to comply with the criteria provided in the approved **ACC Application Form** will result in the BRPOA taking remedial action against the Homeowner including liens, assessing fines and all costs - legal or otherwise, necessary to bring the property back into compliance.

An ACC Application Form is NOT REQUIRED for the following projects:

- Sprinkler systems
- Skylights
- Electrical pet fencing
- Shrubbery installations or removals
- Landscaping beds
- Landscaping lighting or house accent lighting

Special Notes and FAQs:

- Refer to Village Municipal Code for specifications and requirements. Permits are usually required and to be posted in front window of dwelling.
- Mailbox systems are to be of gloss black color and of metal material. Make, model and style specifications can be located on the website.
- Only retractable awnings are allowed. Fixed awnings are not allowed.
- Sprinkler systems, electrical pet fencing, planters, monuments, etc., existing or installed in any easement (utility or otherwise) are at the property risk of the Homeowner. Damage caused by snowplowing or by roadway repair activity is not BRPOA responsibility.
- Installed trees must have trunk size of 4 inches in diameter.
- Installed shrubs must be 2 gallon or greater size.
- Pop-up drains are not to be installed in easements and must be 6 feet distance away from easements and adjoining property lines, including the roadways.
- Above ground pools are not allowed.
- Fencing of any real or personal property of any sort is not allowed. We are a no-fence community. Fencing of a yard is not permitted. Single, two or three sided barriers are not allowed. Exception is the immediate surrounding area of an in-ground pool.
- Dog runs and kennels are not allowed.
- Sheds and storage units are not allowed.
- Roofing material can be of asphalt, shake or composite material. Metal roofs are not allowed. Color must be Weatherwood/Driftwood/Driftshake.
- Siding material can be either cedar or composite material. Aluminum siding is not allowed.

Boulder Ridge POA **Appl. # _____**
Architectural Control Committee (ACC) Application Form

Please complete the **ACC Application** below and provide the following supplemental documents:

- Copy of Contractor’s proposal and detailed plans, including COLOR(s) and STYLE associated with the project
- Plat of Survey (as needed, indicated by * below)
- Compliance Fee – 20% of the project cost or \$2500 maximum - A check made out to Boulder Ridge POA (as needed, indicated by * below). Compliance Fee will be cashed and deposited and returned to you upon final Association approval of your project, **SUBJECT TO NO VIOLATIONS AND PROPERTY DAMAGE.**
- If a Contractor** will be doing the work it is advised that you receive, a COI (Certificate of Insurance) naming you, the Homeowner as an additional insured on a insurance certificate issued to you by their insurance broker, before giving them any monetary deposits.

Property Owner(s) Name _____

Address _____

Phone _____ Email _____

Who will be conducting work? (Check one) Self _____ Contractor _____

**Contractor’s Name _____ Phone: _____

Please check the type of project(s): **Term Definition - A “Change” is defined as, among other and not to mean all inclusive, any activity to modify, repair, fix, adjust, tweak, remove, replace, install, relocate, expand, reduce, reposition, bring back to, add, subtract, etc.**

* Indicates a Plat of Survey and Compliance Fee is required. Plat of Survey should note location of proposed project. Plans shall include detailed drawings of construction, dimensions, materials and colors being used. Paint/stain color samples shall be provided at time of application.

- | | |
|--|---|
| <input type="checkbox"/> Basketball Hoop | <input type="checkbox"/> Patio / Sidewalk / Walkway / Stoop* |
| <input type="checkbox"/> Doors – Front / Side / Garage | <input type="checkbox"/> Roof and roof components |
| <input type="checkbox"/> Driveway* | <input type="checkbox"/> Deck / Gazebo / Pergola / Fireplace * |
| <input type="checkbox"/> Driveway Ribbons* | <input type="checkbox"/> Pools* |
| <input type="checkbox"/> Exterior Painting and Staining -
Siding / Trim / Door / Deck | <input type="checkbox"/> Trees |
| <input type="checkbox"/> Home Addition / Extension* | <input type="checkbox"/> Drain Systems |
| <input type="checkbox"/> Mailbox System | <input type="checkbox"/> Window / Awning |
| <input type="checkbox"/> Playset | <input type="checkbox"/> Generators or Solar Roof Panels * |
| <input type="checkbox"/> Other – any other project requiring Village Permit | <input type="checkbox"/> Patio, fireplace, slab, base, footing, foundation, pit, sitting area * |
| <input type="checkbox"/> Other – any other project not requiring Village Permit | |

Please describe your project

(Color samples are required for any paint/stain applications; even if using same colors as in the past.)

The BRPOA **Architecture Guidelines** and the **ACC Application Instructions** are integral and made part of this **ACC Application**. I understand all work performed must be in accordance with LITH Village codes and ordinances and that any necessary permits will be applied for the project and posted.

Signature of Homeowner _____ Date: _____

Drop Off the Completed Application To: Don DeLordo @ 1169 Ridgewood Circle, Lake in the Hills
Or Mail To: Boulder Ridge POA, PO Box 2174, Crystal Lake, IL 60039-1347

ACC Review: Date reviewed: _____
Approved Disapproved Reason for Disapproval: _____
ACC Reviewer: _____