

SHEFFIELD TOWN ASSOCIATION

ARCHITECTURAL CONTROL

Authority, Purpose and General Information

The Architectural control Committee (“ACC”) is charged with preserving the continuity of design and appearance of the community in accordance with Sheffield Towne’s Declarations and Bylaws. It reviews and acts on Applications for Variances submitted by homeowners, complaints received by Association staff members and Board of Directors (“BOD”) and other matters. The ACC meets monthly. Check the Associations newsletter or the calendar posted at the clubhouse for meeting dates and times. Sheffield towne homeowners are encouraged to attend meetings and voice opinions on matters that come before the committee. You may become eligible to become a member of the committee by attending at least three consecutive meetings and expressing your desire to actively participate on the committee.

If a violations of the ACC rules is reported, you will be notified in writing and you will be given an appropriate period of time to correct the violations. Failure to comply may result in:

- (a) the matter being referred to the BOD for further considerations and/or action
- (b) the violation being corrected by the Association and the homeowner billed for time and materials, and/or
- (c) fines and/or service fees levied against the homeowner.

Additionally, homeowners may be liable for costs to repair or replace damage that results directly or indirectly from violations of established rules and regulations.

Please Note: Failure by the Association to cite a violation of the rules as soon as it occurs does no imply the Association accepts or condones the rule violation. The Association may cite violations any time, no matter how long the violation has existed.

All exterior alterations and/or additions require prior approval. If in doubt, call the Association office at (847)885-3444 before beginning work. Some exterior alterations and/or additions may require permits from the Village of Schaumburg and/or other agencies. As a homeowner, it is your responsibility to see that all requirements of the appropriate government agencies are met.

ARTCHITECTURAL CONTROL RULES AND INFORMATION

ANIMALS/PETS

No pet is allowed on another person’s property without the property owner’s prior consent. Pets must be leashed any time they are outside the confined areas of the pet owner’s home or enclosed back yard. Pet owners are required to immediately clean up after their pets including that area in the enclosed back yard. (Note: Report violations to the Schaumburg Health Department and/or Police Department.) Additional rules governing animals are in the “Declarations”.

ANTENNAS

No television, radio or other antennas may be attached to any townhouse unit or shed. No antenna towers may be erected in any yard or on any common area. (Also see Satellite Dishes)

AWNINGS AND CANOPIES

Awnings and canopies may not be attached to any townhouse unit.

BACKYARDS

Back yards must be kept free of debris and clutter. Homeowners are required to mow back yard grass, trim grass and/or weeds around fences, flower gardens, shrub beds and tree rings regularly during the growing season. Failure to mow and trim back yard grass will result in the Association mowing and trimming the grass and charging the homeowner for the service.

Homeowners may install organic ground cover, such as hay, straw, mulch, leaves and similar material in back yard gardens, flower and shrub beds. Such ground covers may not be used in front yards or common areas without ACC approval. These types of ground covers may not be used as substitutes for turf areas, patios and/or decks.

Homeowners may apply pea gravel throughout the entire rear yard providing the following conditions are met:

1. Gravel must be contained within rear yard and may not spill onto Adjacent lots or common areas.
2. A rear fence is required to enclose the gravel and block the view from Common areas.
3. Gravel dumped in parking lots, streets or common areas for Application in a back yard must be placed on a tarp and Completely cleaned up within 72 hours.
4. Notify the association office in advance of any gravel being deposited.

A common fence that leans because of the weight or force of the gravel shall be repaired or replaced entirely at the expense of the homeowner whose gravel caused the fence to lean.

BASKETBALL HOOPS

Portable basketball hoops are permitted provided they are stored in a garage or rear yard when they are not in use. Hoops stored in rear yards must be folded or lain down so they do not extend above the fence line. Basketball hoops may not be attached to any portion of any town home.

CLOTHESLINES

Only portable clotheslines are permitted and must be removed when not in use. Clotheslines may not be visible above the top of the fence or extend beyond the rear fence line or be attached to your home. Clotheslines are not permitted on Sundays or Legal Holidays.

FENCES

Homeowners are responsible to maintain their fences in a reasonable condition in accordance with the Declaration. **All new replacement fences, or sections, must conform to current BOARD ON BOARD specifications.** (Cedar board on board with three horizontal 2X4 support rails, 4X4 posts with a top cap rail.) Owners whose board on board fences are maintainable may keep the original fence style until such a time the

fence requires replacement. **STOCKADE** fencing that falls into disrepair must be replaced with **BOARD ON BOARD** according to STA specifications.

A Variance Application must be approved prior to fence modifications or extension. A plat of survey is required when a fence extension is requested. Refer to the Association's Fence Specifications for additional information. (Copies are available from the association office on request.)

FLOWER GARDENS

Flower gardens are permitted outside fence lines provided they do not extend beyond your property line and properly maintained. Association personnel will take corrective action to gardens that become unsightly and the owner will be bill fore time and material.

GARBAGE

See separate "Trash Removal Guidelines & Village Requirements".

GUTTERS AND DOWN SPOUTS

Gutters and down spouts may be installed by homeowners, if approved by the Association, and if they are aluminum with flat white baked enamel finish and provide proper drainage. Once properly installed gutter and down spouts become the Association's responsibility to maintain. Down spout extensions may not extend beyond fence lines.

GARDEN ORNAMENTS

Garden ornaments are not permitted in any common area.

HOLIDAY DECORATIONS

Holiday decorations are permitted provided they are carefully attached to buildings and can be installed and removed without damaging any portion of the buildings, tree and/or shrubs. If damage occurs, the cost to repair and/or replace the damaged items will be charged to the homeowner. Holiday decorations must be removed with 30 days after the holiday.

HOMEOWNER-MAINTAINED ITEMS

Homeowners are responsible to maintain the following items in good repair and/or working conditions.

Pedestrian doors Storm doors Windows Storm windows Exterior light fixtures & Electrical outlets Mailboxes Water spigots

PAINTING OF HOMES, SHEDS AND FENCES

The painting of the exterior wood surfaces of all homes is the responsibility of the Association and is done on a regularly scheduled basis. Homeowners may seal wood sheds with a clear wood preservative. Rough-sawn cedar shingles also may be used to cover sheds. Fences must be allowed to achieve an aged weathered look and may not be painted or stained on any exterior surface.

PATIOS AND DECKS

Patios and decks may be built in back yards after they are approved by the Association. They may not extend beyond or above the fence line, be attached to fences or interfere with proper drainage. The Village of Schaumburg requires an escape hatch be provided whenever the patio or deck covers any portion of a basement window well.

RAILINGS

Wrought iron railings may be installed at front steps when required for safety after approval by the ACC.

SATELITE DISHES

Satellite Dishes less than one meter in diameter may be installed provided a request for variance is submitted and approved by the Association prior to the installation. Installation is limited to your roof or backyard and must be done by a profession contractor. The contractor is required to submit appropriate insurance forms to the association office prior to installation. Dishes may not be mounted to fences, balconies, flower boxes, siding or chimney housings, Variance request forms are available at the association office.

SIGNS

Signs are prohibited except one “FOR SALE” or “FOR RENT” sign that may be displayed in a window. The sign may not exceed five square feet. No signs may be placed in any common area or front lawns.

SHUTTERS

Exterior decorative shutters are maintained by the Association.

STORAGE AREAS

The storage of “junk” or other owner property (toys, grills, garden hoses, etc.) in or visible from common areas is prohibited. The definition of “junk” shall be the sole responsibility of the association.

STORM DOORS AND WINDOWS

Storm doors and windows by homeowners require a variance approval prior to installation. Temporary or homemade storm windows made of plastic or other materials may not be installed on the exterior of any townhouse in Sheffield Towne.

SUMP PUMPS

Sump-pump drain lines may not extend beyond fence lines.

TELEVISION CABLES

Installation of television cable is limited to the rear of any unit and may not be visible on the exterior of any building. Cable installed more than 12 inches above ground level must:

- (a) be properly secured behind the downspout or appropriate covering;

- (b) downspout and fasteners that are removed to accommodate installation must be properly replaced;
 - (c) drip loop must be no more than 12 inches from entry point;
 - (d) entry and exit holes must be properly caulked.
- Water leaks or damage caused by the installation of cable will be the sole responsibility of the homeowner. Improperly installed cables are subject to fines.

TREES AND SHRUBS

Trees and shrubs may not be added to or removed from front yards or any common area without prior approval from the Association.

VEGETABLE GARDENS

Vegetable gardens may not be planted outside rear-yard fence lines.

WALLS AND FOUNDATIONS

Exterior walls and foundations may not be painted or stained.

WINDOWS

Replacement windows must be the double-hung style and conform in size and construction to the architecture of the building. Decorative grilles must be colonial style with horizontal and vertical mullions. Replacement windows must be approved prior to installation. Homeowners are responsible to paint the mullions, sills and sashes on wood windows. Flat white exterior-grade paint is recommended.

Replacement windows may be purchased through the association and installed by the association carpenters. Full payment for the actual cost of the windows is due at the time the order is placed. There is no additional charge for labor, however, there may be a minimal charge for any additional material required to properly install windows.

WIRES

Wires and cables, excluding telephone wires, may not be visible on the exterior surface of any building or shed.

FINDS AND SERVICE FEES

The following list shows examples of fines and service fees levied by the Association. This list is not inclusive of all fines and service fees. Additional fines and/or service fees may be levied against homeowners at any time by the BOD upon review of violations on a case-by case basis.

Homeowners who have been fined or have had service fees assessed may appeal the fines and/ or service fees to the Board of Directors. A fine hearing will be scheduled at the first BOD meeting following notification to the homeowner that a fine and/ or service fee has been levied.

Typical examples of fines and service fees* include:

<u>VIOLATION</u>	<u>FINE</u>	<u>LABOR</u>	<u>DUMPSER</u>
Animal litter	\$15.00	**	n/a

Grass mowing	\$15.00	**	n/a
Trash pick-up	\$15.00	**	\$16.00/cu.yd.
Recycle bin pick-up	\$2.00	n/a	n/a
Special pick up	n/a	**	\$16.00/cu.yd.
Holiday decorations	\$10.00wkly		\$16.00/cu.yd.
Parking violations		\$10.00 daily	
Violations STA cannot correct	\$10.00 wkly		

*Service fees are subject to change without notice

**Actual labor cost. (\$5.00 minimum charge)