

# Rules, Policies and Procedures of the Oak Brook HOA Architectural Committee

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Whereas, the Williamson County Oak Brook Owners Association, Inc., hereafter referred to as the HOA, was formed to "assure the upkeep, maintenance and improvement" of the property; and ,

Whereas, the Declaration of Covenants, Conditions and Restrictions of the above Association, hereafter referred to as the CC&R's, were established to promote a "uniform plan for the improvement, development, and sale of the property for the benefit of the present and future owners of the property"; and,

Whereas, Section VII of said CC&R's creates the Architectural Committee, and grants said committee in Section 7.06 the power to "adopt such procedural and substantial rules, not in conflict with this Declaration"; now,

Therefore, the Architectural Committee adopts the following rules, policies and procedures.

## RULES:

1. All paperwork, plans, diagrams or other pertinent items must be complete and receipt acknowledged by the management company before the Architectural Committee will review application.
2. Any application that requests any deviations from the standards set forth in the CC&R's shall be considered a variance request.
  - a. Each variance from the standards set forth in the CC&R's shall be separately in the application.
  - b. Variance requests shall require the homeowner to submit justification for each variance.
  - c. Approval of variance shall only be granted by express declaration by the Architectural Committee.
3. A request for additional documentation by the Architectural Committee will stop the thirty (30) day period of review, until such time as the requested information is provided to the Architectural Committee. If additional information is not received within thirty (30) days, the application will be denied and the application will have to be re-submitted.
4. Communications can be made by USPS mail, email, fax or hand delivery. All communications to the management company is not considered received until a written acknowledgement is sent to the sender.
5. All communications with the Architectural Committee will be done through the management company or during a meeting with a majority of Architectural Committee members present.

#### POLICIES:

1. It is the policy of the Architectural Committee to review all applications in an unbiased manner. All evaluations of applications will be made with the intent to maintain or improve the overall appearance of the neighborhood. All applications will be evaluated based on their own merit.
2. Owners that do not get approval for an improvement prior to commencing said project do so at their own risk and expense. The Architectural Committee will not consider the fact that a project has commenced or been completed when making its decision and may require the owner to remove or change at his/her risk and expense any improvement done without prior approval.
3. If a member of the Architectural Committee is an applicant, that member will not participate in any manner or form in the decision or voting on that application.
4. Rules, policies and procedures adopted by the Architectural Committee will be posted on the HOA approved website.

#### PROCEDURES:

1. The homeowner will contact the management company to request an architectural application packet or download the forms from the HOA approved website. The homeowner will complete the application. The homeowner will deliver by hand, mail, fax or email the completed application and all required documentation to the management company.
2. The management company will review the documentation and will either acknowledge the application or request additional information by mail or email.
3. Within two (2) business days, the management company will send the application to the Architectural Committee.
4. The Architectural Committee will review the application and render a decision within thirty (30) days of the acknowledged receipt of the application.
5. Within two (2) business days, the management company will forward the decision of the Architectural Committee to the homeowner via mail or email.