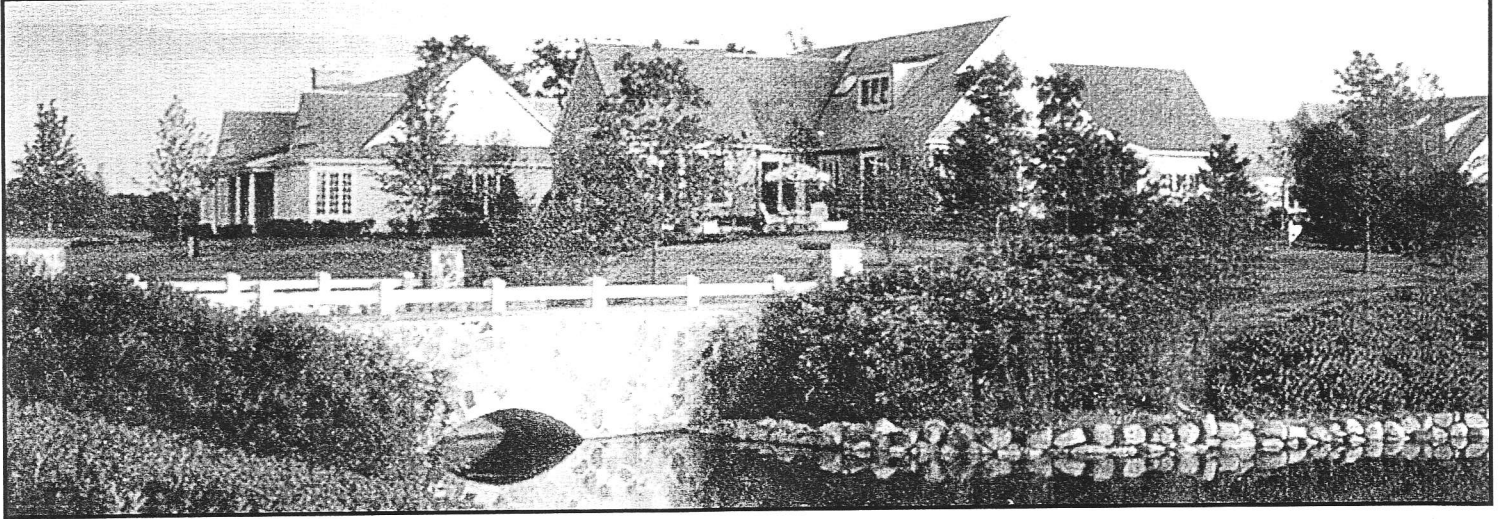
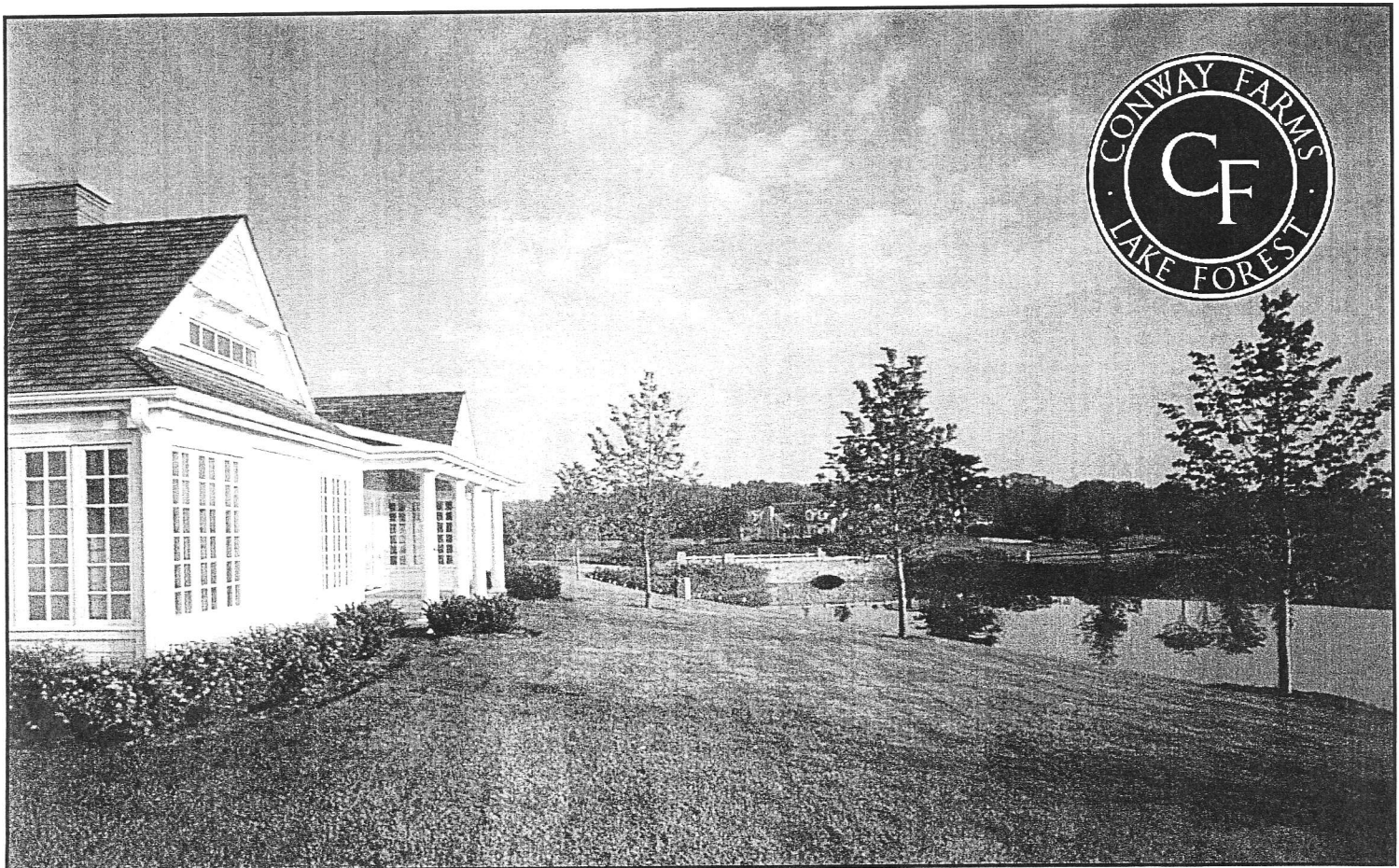


# Architectural Design & Landscape Guidelines



# Conway Farms



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# Architectural Design and Landscape Guidelines

# Conway Farms

Conway Farms, located in Lake Forest, Illinois, is a 400 acre property developed as a planned, open-space community on land that until 1990 had been farmed continuously for close to 100 years. The Conway Farms development now underway is committed to the highest quality of design and construction, and to an appearance and arrangement derived from the historic residential planning and architecture of Lake Forest.

The master plan for Conway Farms involves a variety of housing types. Its paths, lakes and fairways are protected from development, ensuring a landscape that will always dominate over structure and provide open vistas from most dwellings. The size, configuration, and character of each section of the development will vary, creating a rich diversity of housing.

The purpose of The Architectural Design and Landscape Guidelines is to create quality housing that is integrated with the landscape and open space of Conway Farms, and to encourage well designed and appropriately sited residential building forms within the context of the development. The high standards of the current Lake Forest Building Code are *minimum* standards at Conway Farms; in many cases, Conway Farms (herein also known as "the Developer") requires even higher standards to continue the high quality, traditional character of Lake Forest homes.

An Architectural Review Board (ARB) has been established at Conway Farms. Its authority is explicitly articulated in the Declaration of Covenants, Conditions and Restrictions for Conway Farms. The Board works closely with homeowners, architects and contractors to ensure that the standards are maintained. A vocabulary of construction illustrated on these pages has been established as a guide to building materials, proportions, components and details for use by all architects.

All proposed buildings must be designed by a registered architect. Preliminary Plans will be submitted by the homeowner (herein known also as "the Owner") to the ARB for initial review and approval. The Contract Documents (working drawings) will be submitted to the ARB for final written approval. Details of these procedures are included in this document.

Landscaping of all common areas and roadway easements will be provided by the Developer. The services of a landscape architect will be offered on a fee basis to each homeowner to ensure similarity and harmony of private residential areas in the overall landscape plan. An architect or other such professional regularly engaged in the field of landscape design must prepare the residen-



tial landscape plan. The final landscape plan will be approved by the ARB.

No application shall be made to the City of Lake Forest for a building permit until the architectural drawings (including Construction Documents), landscape plan and builder have all been approved by the ARB.

## I. Housing Design

The architecture of all homes must respect the well-crafted tradition of Lake Forest residences, utilizing durable and proven materials and construction techniques. Traditional vernacular building shapes are to be incorporated into the design of each home, and the profile or perceived height should be kept as low as possible.

It is especially important that the perceived massing of any proposed residence feature structural spans that are not greater than those that can be achieved by dimensional lumber and traditional structural framing. No element of the design shall have a structural span greater than 30 feet.

At a minimum, residences must be designed and constructed in compliance with current Lake Forest building standards, and may be subject to review by the Building Review Board of the City of Lake Forest. In addition, the following standards shall apply:

### A. Building Size

The Developer may restrict the square footage of a home on a lot to less than that otherwise allowable under

Lake Forest ordinances. Such restriction will be binding on the ARB and the lot owner.

#### MAXIMUM BUILDING SIZE:

Phase	Maximum Floor Area
1A/The Pond Hamlets	Per CF Sales Contract
1A/The Fairway Hamlets	Per CF Sales Contract
1B/The Broadlands	4,500 s.f. unless otherwise noted
1C/Stablewood	6,500 s.f.

Note: "Floor Area" is defined per City of Lake Forest Zoning Ordinance current at the publication of these guidelines.

### B. Building Height

Heights will be measured from the elevation of top of foundation of the building. The first floor may not be more than 1'-6" above the average finished grade adjacent to the building. The required massing of homes in Phase 1A (The Hamlets) is a one-and-one-half story style, preferably with second story rooms served by dormers. Two-story style homes are allowed in Phase 1B (The Broadlands) and Phase 1C (Stablewood).

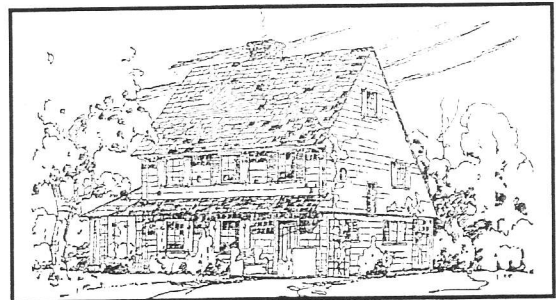
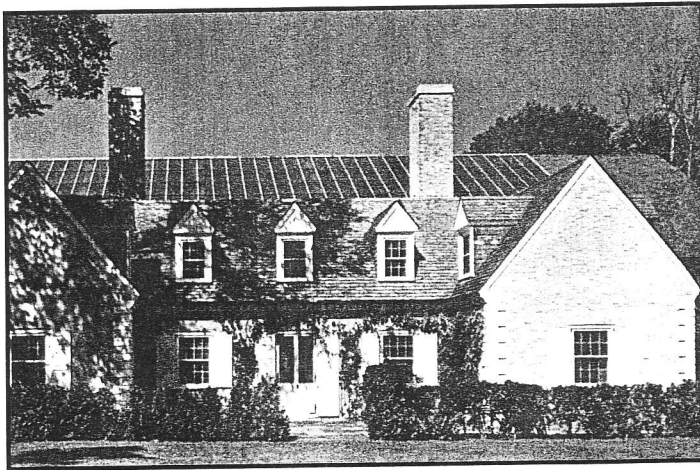
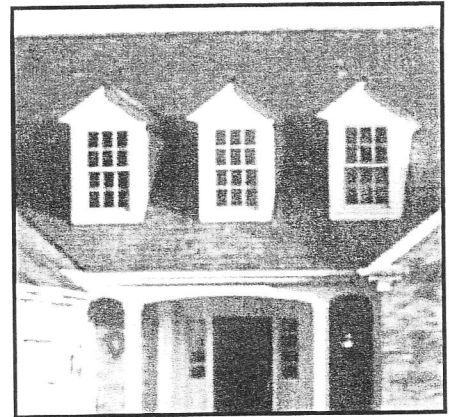
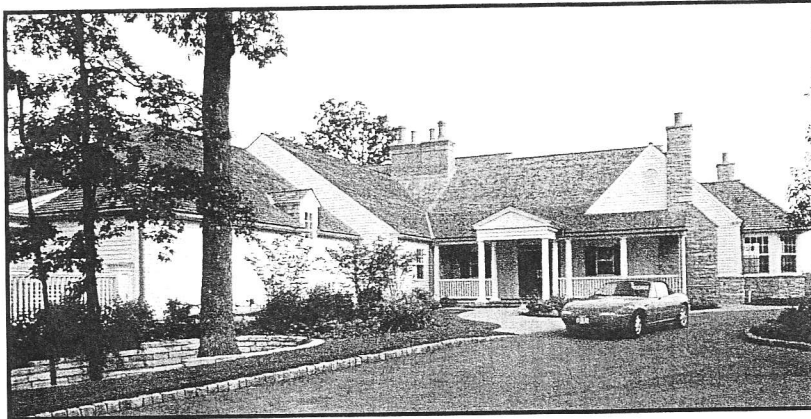
#### MAXIMUM BUILDING HEIGHT

Phase	Lot	Eave Height	Ridge Height
1A	All	14 ft.	27 ft.
1B	All	18 ft.	32 ft.
1C	1 - 9	20 ft.	32 ft.
	10, 11, 12	14 ft.	27 ft.

Conway Farms determines Eave Height as the underside of the roof overhang and Ridge Height as the highest ridge point. The ARB may permit minor exceptions in special cases.



Conway Farms ARCHITECTURAL DESIGN AND LANDSCAPE GUIDELINES

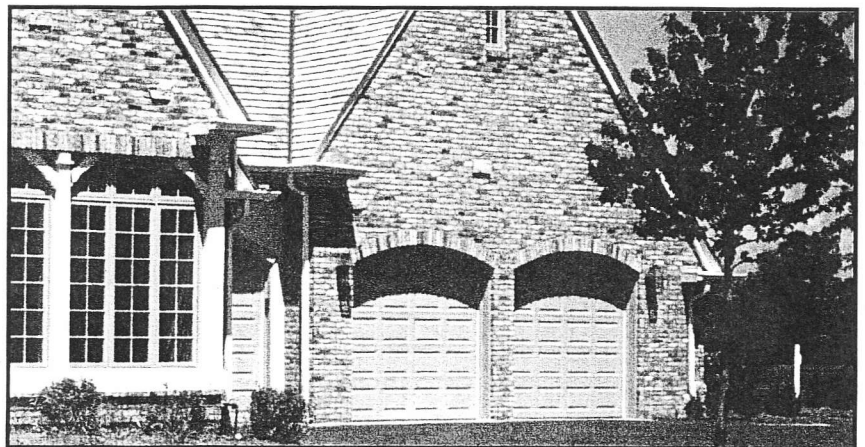
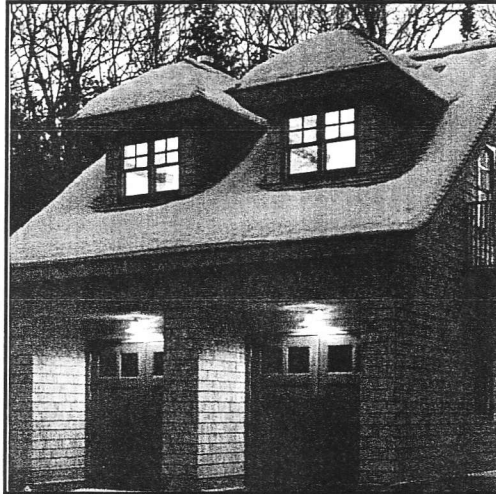


Illustrated on these pages are examples of housing designs consistent with the architectural vocabulary and philosophy at Conway Farms.



C. Garages and Garage Doors

Each residence shall have a garage enclosed on all sides, with a minimum capacity of two cars and a maximum of four cars. The garage doors will normally not face the street except under special circumstances approved by the ARB. All garage doors will be sectional, panel-type doors, or doors of a similar quality and character approved by the ARB, and will be operated with an automatic garage door opener. Individual doors for each parking bay are preferred, and are required if any garage doors are allowed by the ARB to face the street. Detached or semi-detached one-story garages are encouraged in Phase 1C (Stablewood).



Illustrated above and on the right are appropriate examples of garage and garage door designs.

**D. Accessory Buildings & Additions**

Detached accessory buildings, including portable garden sheds, shall not be permitted, with the exception of detached or semi-detached garages noted previously in Stablewood. House additions will be allowed within the building pad area as defined in the Declaration of Covenants, Conditions and Restrictions for Conway Farms and with ARB approval.

**E. Basements**

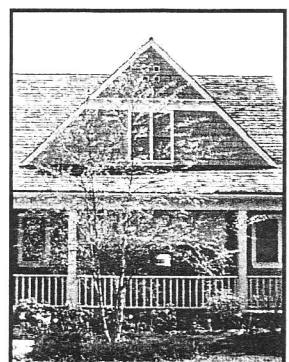
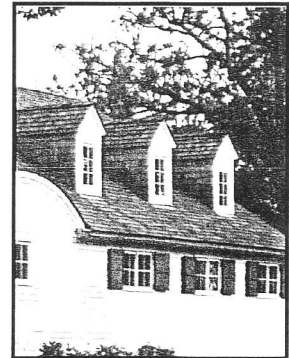
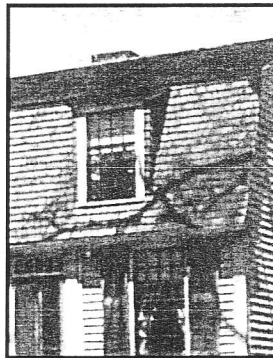
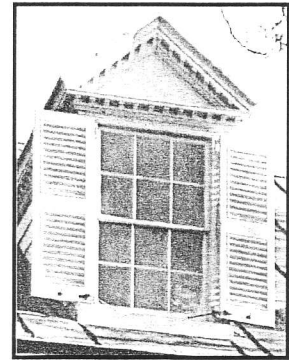
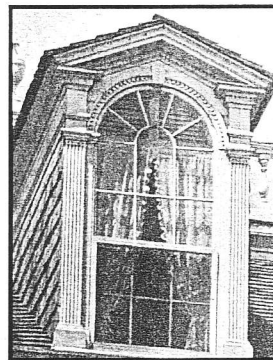
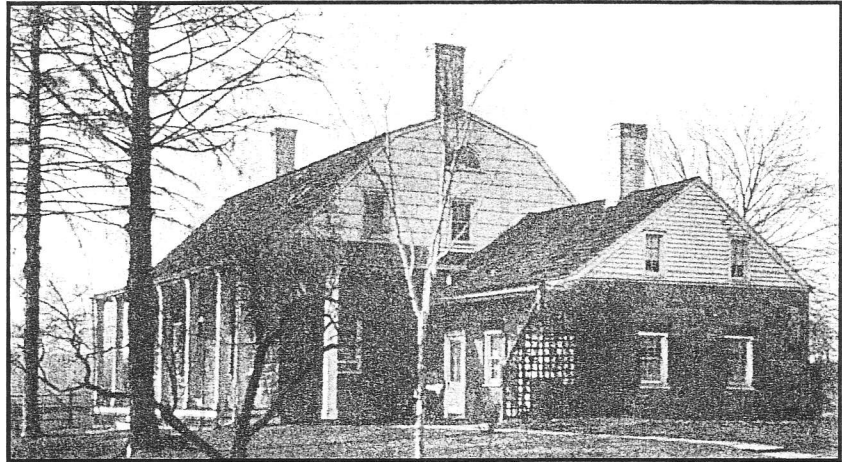
Basement windows above grade are not permitted. Basement walls shall not extend more than 6 inches above finished grade unless approved by the ARB. Walk-out basements are not allowed, except when existing topography permits. Area of basement window wells shall not exceed 15 s.f. each, with a maximum projection from the foundation wall of 3 feet.

**F. Roofs and Dormers**

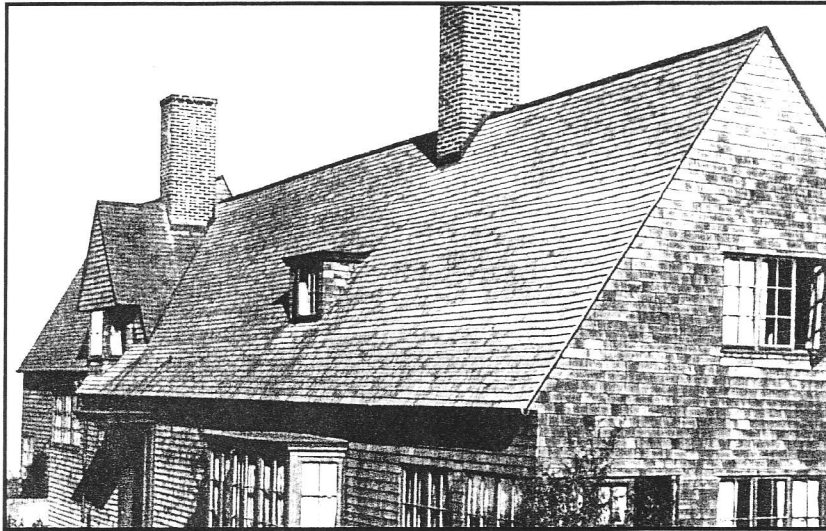
Flat roofs are not permitted, except over entry porches or entry ways. The use of turrets and Mansard roofs is not permitted. The use of proportionally designed dormers is encouraged in all the one-and-one half story homes. The use of these architectural components will be subject to ARB approval. Other proportions may be submitted to the ARB for approval. Roof pitches of major building massing should fall within the range of 8:12 to 12:12. Gable roof configurations are preferred; gambrel and hipped configurations are acceptable. Roof pitches of minor building massing (i.e. dormers, bays and cupolas) should fall within the range of 4:12 to 12:12.

**G. Roofing Materials**

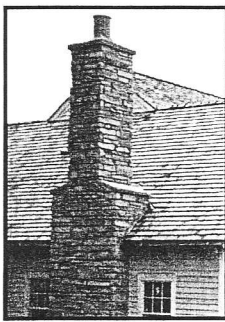
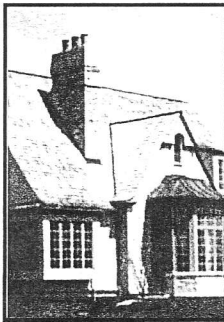
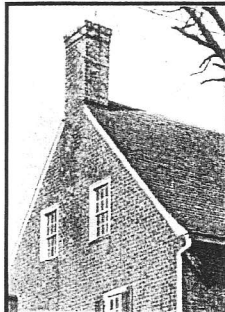
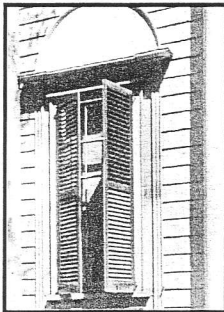
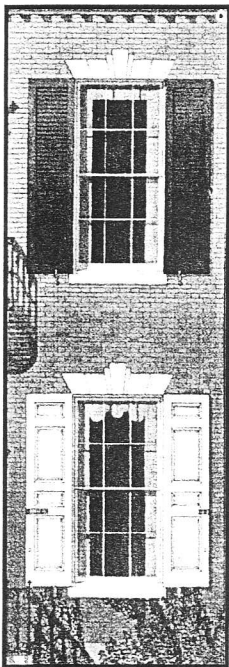
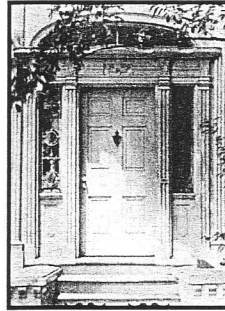
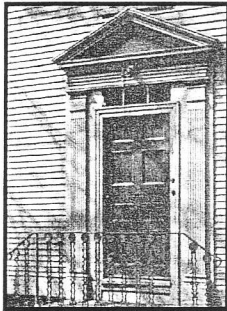
Only cedar shingle or shake roofing is permitted. In Phase 1A (The Hamlets), sawn cedar shingle roofing material is required and in Phase 1B (The Broadlands), and Phase 1C (Stablewood), medium shake cedar roofs will be considered if appropriate for the size and style of the house. The use of bubble skylights is prohibited. The use of flat glass skylights is discouraged, but if used shall be located on the side or rear portions of the roof. In special cases other roofing materials may be considered for approval by the ARB.



Illustrated on this page is a wide variety of fine examples of roof and dormer designs.



Illustrated below are appropriate examples of door, window and chimney designs.



## H. Gutters and Downspouts

Gutters and downspouts shall be painted aluminum, lead-coated copper, terne-coated stainless steel or copper, in ogee, half-round, or integral configurations, and detailed in a fashion consistent with historic models.

## I. Doors and Windows

1. Swing-type doors are encouraged for all door openings on the exterior. The use of sliding doors is discouraged except on rear elevations.
2. Maximum glass area for any individual door unit or window unit shall be no greater than 24 s.f. Window properties shall be consistent with historical models.
3. No snap-in type muntins shall be allowed.
4. No jalousie windows shall be allowed.
5. Screen material shall be of dark grey fiberglass, aluminum or copper.
6. Shutters shall be designed and proportioned to fit the size of the window.

## J. Chimneys

Chimneys shall be of masonry construction a minimum of five feet by two feet in plan, utilizing one of the following cladding materials: brick, stucco or stone.

## K. Exterior Finishes

All exterior color schemes and finishes shall be approved by the Architectural Review Board. Preferred color schemes for predominantly wood exterior homes feature a neutral warm gray, buff, cream or white exterior. Accent trim colors will also be approved by the ARB.

When repainting is necessary, the original color scheme shall be repeated or a new color scheme shall be submitted for approval by the ARB.

Wood siding is to be stained drop or beveled siding, or stained cedar shingles with up to 6" (4 1/2" preferred) exposed to weather. Other siding patterns will be reviewed as necessary by the ARB.

The following materials should be used as exterior cladding materials in the following manner:

1. Brick: When brick is chosen as a building material, it shall be used in a structural or bearing capacity. Approved brick samples are on display at the Conway Farms Sales Center.
2. Stone: Ashlar or rubble patterns are recommended; coursing, finish and size to be approved by the ARB.



## Conway Farms ARCHITECTURAL DESIGN AND LANDSCAPE GUIDELINES

Alternate materials and patterns may be submitted to the Architectural Review Board for approval.

### L. Awnings

Metal or plastic awnings are prohibited. Fabric awnings must be approved by the ARB.

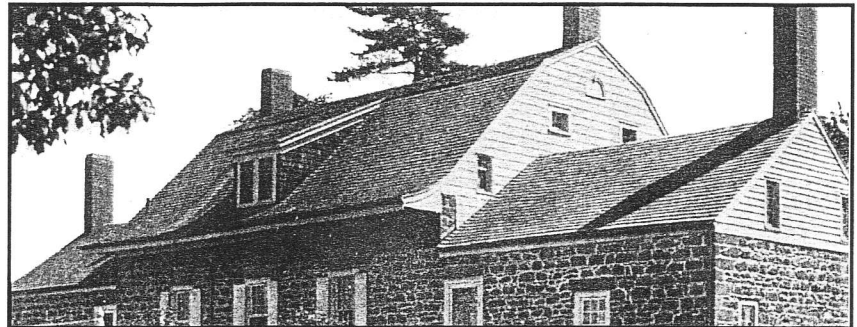
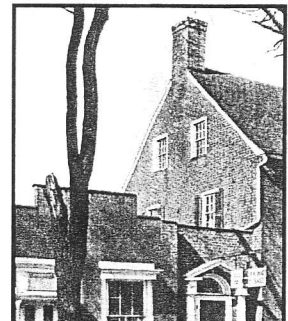
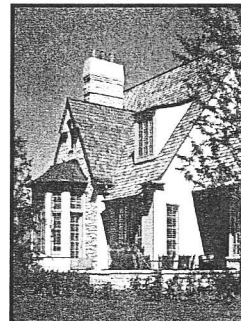
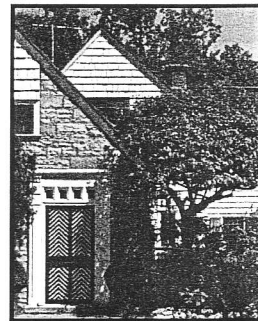
### M. Projecting Elements

Projections of cornices, eaves, belt courses, sills, buttresses or other similar architectural features shall not be larger than . Eave faces shall be minimized wherever possible. Excessive crown or cornice molding is not encouraged. Bay windows shall be designed to be consistent with historical models.

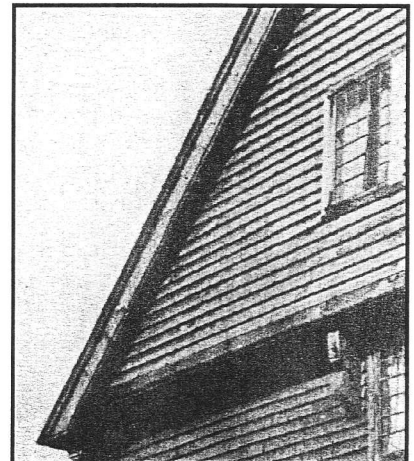
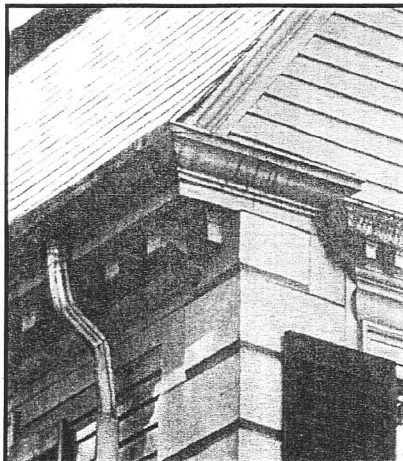
### N. Plumbing and Attic Vents

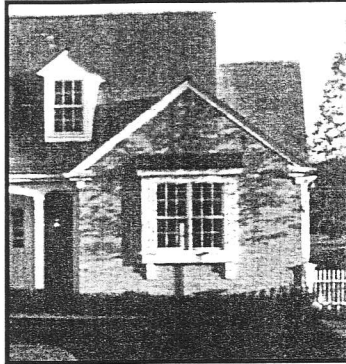
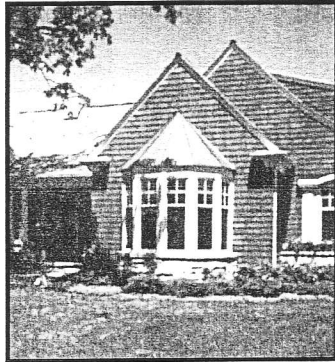
All plumbing vents within reasonable distance of each other shall be combined into one vent extending through the roof, and all vents shall be covered with lead vent caps. All roofs and attics shall be vented with gable, eave and ridge vents. No prefabricated, dome-type metal roof vents are allowed.

Shown below are examples of various building forms and materials consistent with the Conway Farms Guidelines.



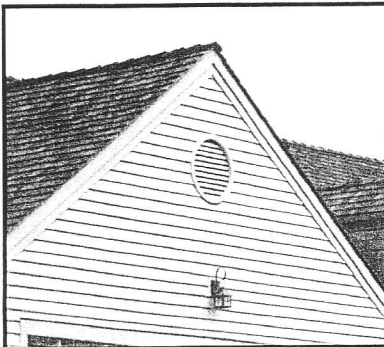
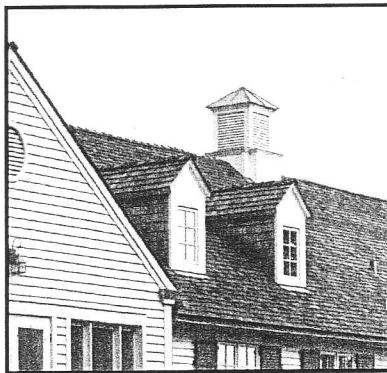
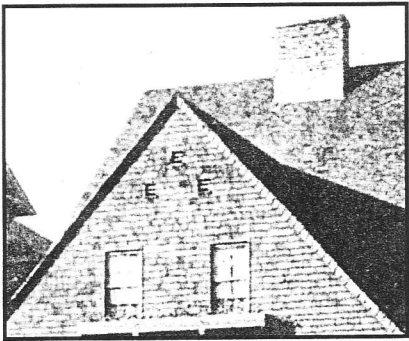
Details of appropriate eave and cornice designs.





Above: Illustrations of appropriate projecting bays.

Below: Illustrations of appropriate types of attic and roof ventilation.



## II. Site Requirements

### A. Grading

A site plan showing the proposed grading shall be submitted with the architectural plans. Grading of the site may begin only after complete architectural and landscaping plans have been approved. The proposed amount of cut and fill shall be stated on the preliminary plans. The finished elevations of the ground floor shall be approved by the ARB prior to construction.

### B. Driveways

Driveways shall be designed to be the absolute minimum amount of paving surface as possible, and shall be set back a minimum of 5 feet from the side property line. In Phase 1A (The Hamlets), all driveways will be asphalt with a band of granite paving blocks (i.e., the same as those used for the curb treatment; refer to Conway Farms "Granite Block Apron Paving Detail"), installed across the entire width of the driveway where it meets the street. In Phase 1B (The Broadlands) and Phase 1C (Stablewood), asphalt and/or brick or concrete pavers are acceptable. Certain kinds of compacted gravel driveways will be permitted on lots 3/4 of an acre or more, subject to ARB review. Concrete driveways are not acceptable. The ARB will review and approve all paving materials. Individual property owners will be responsible for the upkeep of driveways in an orderly and attractive condition.

### C. Private Roads

Private roads will be maintained by the Conway Farms Homeowners Association.

### D. Setbacks

New residences, decks, and patios are to be located on the parcel of land designated as the building pad as defined in the Declaration of Covenants, Conditions, and Restrictions for Conway Farms.

The Front Yard Setback shall be defined as the area in front of the building pad, extending between the side property lines.

### E. Easements

Common space easements are defined by that portion of privately owned land located outside of the site development area. No structure, building, pole, fence or recre-

ational equipment shall be erected in any common space easement without ARB approval. No planting of trees or shrubs is allowed without the approval of the ARB.

F. Mail Boxes

A specially designed mailbox is being used at Conway Farms and shall be purchased from the Conway Farms Homeowners Association.

G. Signs

All "For Sale" and "For Rent" signs displayed by individual owners, builders or their representative real estate brokers shall be mounted on a standard sign frame and post unit provided by the Homeowners Association, which shall be installed in the lawn area in front of the residence. No sign shall face Conway Farms Drive. The sign face will have the same dimensions as specified by the City of Lake Forest for real estate brokers' signs allowed to be placed on residential lots. The owner of the lot will be responsible for the installation, removal and return to the Homeowners Association of the standard sign frame and post unit. The Homeowners Association will have the right to charge the Owner for the cost of repairing or replacing any sign unit that is damaged, lost or stolen. Signs may be reviewed at any time by the Homeowners Advisory Board, which has the right to require their removal at its sole discretion.

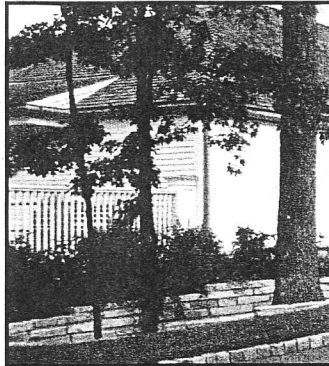
H. Exterior Stairs and Railings

All stairs except for wooden decks shall be of masonry or concrete construction. Handrails shall be constructed of steel, cast iron, aluminum or wood. Wood railings of traditional design are preferred over all other types of railings.



Shown here are acceptable railing designs. Handrails shall be constructed of steel, cast iron, aluminum or wood. Wood railings of traditional design are preferred over all other types of railings.

Illustration of appropriate fence and hedge designs.



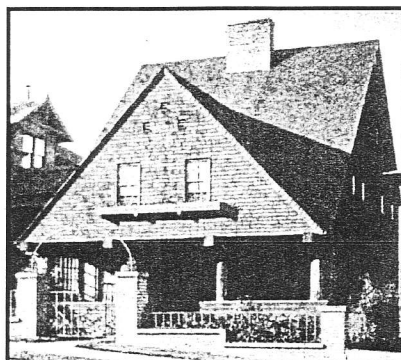
I. Fences and Hedges

Fences, piers or gates may not be installed outside of the building pad of any lot except (i) community fences where installed by the Developer, or (ii) located around a swimming pool.

Fences shall be of wooden or masonry construction and shall be installed so that views to common areas, perimeter areas or the golf course are not obstructed. Fences and hedges of 5'0" or less shall be subject to review. Privacy screens, patios, hedges, fences and other structures must be subject to review. Lake Forest standards dictate an alternate dimension (swimming pools, etc.).

J. Exterior Lighting

Exterior lights on homes shall use white light bulbs of 60 watts or less with a maximum of 8 lights per



home. Lights shall be placed so that they do not shine directly at neighbors. All exterior light fixtures are to be approved by the ARB.

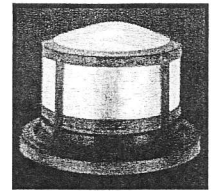
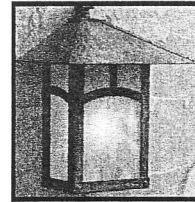
Exterior lights on homes shall be mounted on the building at

appropriate locations, such as adjacent to entry, patio and garage doors, and portico ceilings, etc.

All fixtures shall be of a traditional design, and shall be consistent with the design of the structure.

Low level patio/landscape lighting is allowed to a limited extent at the rear of the house as approved by the ARB. Mushroom-style fixtures

Samples of appropriate lighting fixtures



See Addendum Pages 21-23

Spot lights, spot and hood lights of any type are not allowed.

K. Recreational Facilities

Swimming pools are allowed only with ARB approval with the following restrictions:

1. Pools are allowed only on lots of 1-1/2 acres or more and on parcels that are not directly adjacent to a body of water. All pools are to be located a minimum of 25 ft. from any property line.

2. Above-ground pools are not allowed.

3. All swimming pools must meet City of Lake Forest standards.

Indoor, below-ground pools with glass enclosures similar in design to traditional conservatories will be considered by the ARB in special cases.

Basketball hoops and portable play equipment structures shall not be allowed in the front yard setback. All play equipment structures shall be submitted to the ARB for approval prior to installation.



L. Mechanical and Trash Equipment

Air conditioning equipment and trash cans shall be screened or fenced so that they will not be visible from the street or adjacent property.

All utility lines of every type, including but not limited to water, electric, telephone, gas and television cables, shall be underground.

No above-ground fuel tanks will be permitted.

No clothes lines, incinerators, television antennas, radio receivers or senders, dish antennas greater than 8" diameter, color panels, campers, recreational vehicles, boats, trailers or other similar items shall be stored or installed on or within the property.

### III. Landscape Guidelines

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A. Minimum Landscaping Requirements

The landscape plan submitted for any lot area pursuant to Section IV hereof must meet standards for landscaping established by the City of Lake Forest and shall include at least the following minimum required quantities and sizes of landscaping materials:

1. Shade trees with a minimum caliper of 4.5".
2. One shade tree for each 3500 sq. ft. of lot up to 21,000 sq. ft. (excluding portions of a lot included in a community lake, community berm or community landscaping area), and one additional tree for each 6,000 sq. ft. of lot area in excess of 21,000 sq. ft.
3. A minimum of 3 evergreen trees per lot, or more as determined by the ARB. No tree shall be less than 8 feet in height.
4. Shrubs for foundation plantings and massings shall be a minimum size of 24" each. The amount of material to be planted will be calculated based on the following formula: The square feet of coverage for foundation plantings shall be equal to 60% of the perimeter dimension of building, patio, and terraces in linear feet multiplied by 6 ft, (e.g., 200 linear feet of perimeter times 60% = 120 feet, times 6 ft. = 720 sq. ft. of shrub coverage). Of the total square feet of shrub cover

age, at least 30% must consist of evergreen shrubs.

The planting around houses may be either formal or informal in design. Conway Farms does, however, encourage the planting of predominantly mature trees, shrubs, perennials and grasses of Lake County in the residual spaces between homes.

All primary roads shall have regularly-spaced shade trees installed by the Developer. These trees will eventually grow to replicate the older tree-lined streets of Lake Forest. This will create visual and historical continuity throughout Conway Farms.

B. Lawn and Plant Materials and Finish Grading

Plant materials and the minimum sizes to be installed will be limited to those in the "Master Plant List" (see Appendix C attached). Materials not on the list must be approved by the ARB.

The ARB or designee shall have the right to approve or reject the quality of any plant material to be installed on a lot and to require the nursery supplying the material to provide a Phytol Sanitary Certificate (a certificate of inspection stating that the plant material is free of disease.)

Prior to commencing any landscaping work, the final grading of a lot with black soil in place must be approved by the ARB or designee.

All areas not covered by structures, paving or planting will be seeded or sodded; sodding is required in all front and side yards. Rear yards may be seeded or sodded.

All lots shall be fully landscaped upon completion of a residence and/or occupancy of the residence (whichever occurs first), subject to suitable weather for the completion of landscaping.

Existing trees measuring 3 inches or more in diameter at a point 6" above the ground height may not be removed from any portion of the property without the written approval of the ARB, unless located within 10 feet of a building to be located on any lot. Further exceptions shall include damaged trees or trees that must be removed because of an emergency. Any trees damaged during construction shall be replaced by the Owner with similar trees of a size equal to or greater than the caliper dimension of damaged trees. Any damaged or dead plant materials shall be replaced by the Owner at the next appropriate planting season.

Conway Farms will make available the services of a landscape architect, on a fee basis, for the design of a residential landscape plan for each homeowner, or an Owner may retain the services of an independent landscape architect or a person who is regularly engaged in the field of landscape design.

An Owner may plant a flower or vegetable garden or supplement the existing landscaping at any time with the approval of the ARB.

C. Patios, Decks and Terraces

All patios, decks and terraces are to be constructed within the confines of the final building pad as designated and recorded by the developer for each lot. The design of these elements and the materials to be used must be approved by the ARB.

Homeowners shall notify the Conway Farms Sales Center of small-scale planting plans prior to installation to determine if ARB approval is required.

D. Underground Sprinkler Systems

A sprinkler system approved by the Developer will be installed by each homeowner as part of the landscaping plan for each lot. Its use and maintenance will be monitored by the Conway Farms Homeowners Association.

E. Permanent Garden Ornaments

Permanent (non-seasonal) garden ornaments shall be part of the landscape submittal, and are not permitted within the view of the street and in no case shall be located within the front yard setback.

F. Bird Feeders

As defined by these Guidelines, bird feeders are not considered garden ornaments.

### IV. Procedure for Filing Plans

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A. Preliminary Designs

For all new residences, additions or improvements, preliminary site and architectural designs shall be submitted with the required fee and completed "Architectural Guidelines Checklist/Preliminary Design" (attached).

Six complete sets of plans shall be submitted to the Conway Farms Sales Center in the form of blue or blackline prints, and shall consist of the following documents:

1. Site Plan @ 1" = 20' (showing proposed building footprint and associated setbacks, driveways, grading, existing and proposed vegetation and finished floor elevations).
2. Floor Plans @ 1/8" = 1'-0" (dimensioned floor plans with room sizes and total square footage noted).
3. Building Elevations @ 1/8" = 1'-0" (showing four major views with elevations marks which verify the ridge and eave height. All building materials must be shown).
4. Landscape Plans @ 1" = 10'
5. Preliminary (Outline) Specifications.

## B. Construction Documents and Landscape Plans

After the ARB has approved the preliminary site and architectural plans, the Owner will be required to submit complete working drawings (Construction Documents), and the completed "Architectural Guidelines Checklist/Construction Documents" (attached) for approval.

This submittal must occur before submission to the City of Lake Forest for a building permit. In addition, landscaping plans (including patios, decks and terraces) and completed "Landscape Guidelines Checklist" (attached) shall be submitted for all new residences.

The complete exterior color scheme and samples of exterior materials must be submitted at the time of submittal of Construction Documents.

Seven complete sets of the Construction Documents and Landscape Plans shall be submitted to the Conway Farm Sales Center in the form of blue or blackline prints, including specifications.

## C. Time Provisions

The ARB shall base its approval (or rejection) on considerations outlined in these Guidelines and the interpretations hereof, as it deems appropriate at its sole discretion.

The ARB may direct an Owner to revise and modify preliminary plans, construction documents or landscaping plans in whole or in part. Revisions and modifications requested by the ARB should be submitted promptly, but in no event longer than 90 days from the date the revision or modification was requested.

The ARB normally intends to respond within 15 working days to plans or modifications submitted for its review; however, if for some reason this does not occur, the plans or modifications shall not be considered either approved or rejected.

## D. Liability, Liens & Appeals

The ARB and all individual members shall not be held responsible to the Owner or to any other person, firm or corporation for any portion of the plans and specifications submitted to the Architectural Review Board. The Owner, by his application for approval, agrees to hold the ARB harmless from any liability, damage, cost or expense, including attorney's fees, which they may incur as a result of his actions or decisions with the application or building activities.

The Homeowners Association has the right to and will enforce these Guidelines against Owners who violate them to the fullest extent allowed by law.

Any Owner may appeal for a variance from these Guidelines by request in writing if it can be shown that a hardship element exists, and that the solution will conform to the spirit of these Guidelines.

## V. Procedure for Approval of Builders

Only those builders who have been approved by the Developer may construct a residence within Conway Farms. In the Pond and Fairway Hamlets, Conway Farms has pre-approved certain preferred custom builders as the only builders in this initial phase of development. Additional builders may be approved pursuant to the approval process described in Appendix B (attached). The Developer reserves the right to revoke the approval of any builder after completion of construction of a residence by such builder. In the event of revocation, the builder shall be required to re-apply and must be re-approved before he may build again in Conway Farms.

## VI. Construction Rules and Regulations

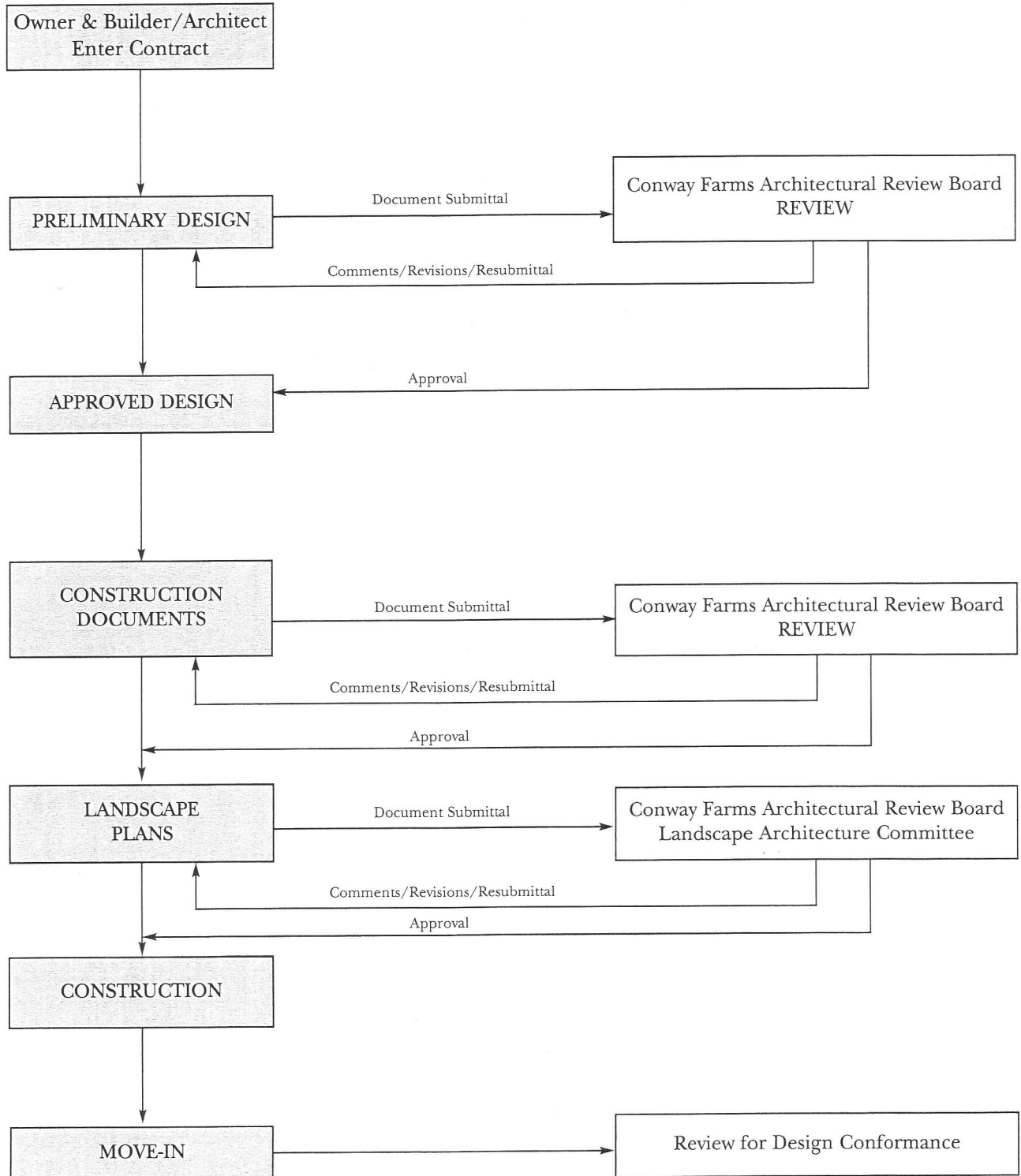
All construction activities within Conway Farms shall be in strict compliance with the Construction Rules and Regulations for Conway Farms, which are attached as Appendix A, and any modifications or amendments that may be made thereto from time to time.

## VII. Enforcement

These Architectural and Landscape Design Guidelines, including the Construction Rules and Regulations which are a part hereof, are binding upon all lots in Conway Farms, all persons owning such lots, and all persons building upon the lots. The Developer, the Homeowners Association or the Architectural Review Board shall all have the right, power, and authority to take such action as may be necessary or appropriate to enforce these Guidelines or to stop any violation thereof, and specifically shall have the right to obtain an injunction in the Circuit Court of Lake County, Illinois, or require the posting of a bond, compelling conformance to these Guidelines or restraining or enjoining any violation of these Guidelines. Where ambiguities exist in the Guidelines, the decision of the ARB shall prevail.

# Procedure for Filing Plans Diagram

for Architectural Review Board Approval





# Architectural Guidelines Checklist/Preliminary Design

for Architectural Review Board Approval

Lot #: \_\_\_\_\_  
 Phase: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Architect: \_\_\_\_\_  
 Builder: \_\_\_\_\_

- I. Chimney size and materials:  
Complies:  Yes  No
- J. Exterior Materials (noted on drawings):  
Complies:  Yes  No
- K. Awnings:  
Complies:  Yes  No
- L. Projecting Elements:  
Complies:  Yes  No
- M. Plumbing and Attic Vents:  
Complies:  Yes  No

**I. DOCUMENT CHECKLIST:**

- A. Site Plan, 1" = 20' (showing proposed building footprint and associated setbacks, driveways, grading, existing and proposed vegetation and finished floor elevations).
- B. Floor Plans, 1/8" = 1'-0" (dimensioned floor plans with room sizes and total square footage noted).
- C. Building Elevations, 1/8" = 1'-0" (showing four major views with elevation marks which verify the ridge and eave heights. All building materials must be shown).
- D. Landscape Plans, 1" = 10'.
- E. Preliminary (Outline) Specifications.

**II. HOUSING DESIGN:**

- A. Floor Area: \_\_\_\_\_ sq.ft.
- B. Building Height:  
Ridge: \_\_\_\_\_ ft.  
Eave: \_\_\_\_\_ ft.
- C. Garage & Garage Doors:  
Complies:  Yes  No
- D. Accessory Buildings Not Permitted:  
Complies:  Yes  No
- E. Basements:  
Complies:  Yes  No
- F. Roofs:  
Roof Pitch: \_\_\_\_\_ Major Massing (8:12 to 12:12)  
                  \_\_\_\_\_ Minor Massing (4:12 to 12:12)  
Gutters/Downspouts:  
Complies:  Yes  No
- G. Roofing Material:  
Complies:  Yes  No  
Skylight type and location:  
Complies:  Yes  No
- H. Doors & Windows:  
Maximum glass area at door unit: \_\_\_\_\_ sq.ft.  
Complies:  Yes  No  
Maximum glass area at window unit: \_\_\_\_\_ sq.ft.  
Complies:  Yes  No  
Shutters:  
Complies:  Yes  No  
Window proportions:

Please explain any "No" response to questions.

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**III. SITE REQUIREMENTS:**

- A. Preliminary Grading (final grading plan submitted with Construction Documents):  
Noted on Site Plan:  Yes  No
- B. Driveway:  
Complies:  Yes  No
- C. Setbacks:  
Complies:  Yes  No
- D. Exterior Stairs and Railings:  
Complies:  Yes  No
- E. Recreational Facilities:  
Swimming pool:  
Complies:  Yes  No  
Tennis courts:  
Complies:  Yes  No
- F. Landscape Plan:  
Complies:  Yes  No

Please explain any "No" response to questions.

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**Architectural Guidelines Checklist/Construction Documents**  
for Architectural Review Board Approval

Lot #: \_\_\_\_\_  
 Phase: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Architect: \_\_\_\_\_  
 Builder: \_\_\_\_\_

I. Exterior Materials (noted on drawings):  
 Complies:  Yes  No  
 J. Awnings:  
 Complies:  Yes  No  
 K. Projecting Elements:  
 Complies:  Yes  No  
 L. Plumbing and Attic Vents:  
 Complies:  Yes  No

Please explain any "No" response to questions.

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**I. DOCUMENT CHECKLIST:**

- A. Site Plan, 1" = 20' (showing proposed building footprint and associated setbacks, driveways, grading, existing and proposed vegetation and finished floor elevations).
- B. Floor Plans, 1/8" = 1'-0" (dimensioned floor plans with room sizes and total square footage noted).
- C. Building Elevations, 1/8" = 1'-0" (showing four major views with elevation marks which verify the ridge and eave heights. All building materials must be shown).
- D. Landscape Plans, 1" = 10'.
- E. Preliminary (Outline) Specifications.

**II. HOUSING DESIGN:**

- A. Floor Area: \_\_\_\_\_ sq.ft.
- B. Building Height:  
 Ridge: \_\_\_\_\_ ft.  
 Eave: \_\_\_\_\_ ft.
- C. Garage & Garage Doors:  
 Complies:  Yes  No
- D. Basements:  
 Complies:  Yes  No
- E. Roofs:  
 Roof Pitch: \_\_\_\_\_ Major Massing (8:12 to 12:12)  
 \_\_\_\_\_ Minor Massing (4:12 to 12:12)  
 Gutters/Downspouts:  
 Complies:  Yes  No
- F. Roofing Material:  
 Complies:  Yes  No  
 Skylight type and location:  
 Complies:  Yes  No
- G. Doors & Windows:  
 Maximum glass area at door unit: \_\_\_\_\_ sq.ft.  
 Complies:  Yes  No  
 Maximum glass area at window unit: \_\_\_\_\_ sq.ft.  
 Complies:  Yes  No  
 Shutters:  
 Complies:  Yes  No  
 Window proportions: \_\_\_\_\_
- H. Chimney size and materials:  
 Complies:  Yes  No

**III. SITE REQUIREMENTS:**

- A. Grading:  
 Site Plan submitted:  Yes  No
- B. Driveway:  
 Complies:  Yes  No
- C. Setbacks:  
 Complies:  Yes  No
- D. Exterior Stairs and Railings:  
 Complies:  Yes  No
- E. Exterior Lighting:  
 Complies:  Yes  No  
 Light fixture data submitted:  Yes  No
- E. Recreational Facilities:  
 Swimming pool:  
 Complies:  Yes  No  
 Tennis courts:  
 Complies:  Yes  No
- F. Mechanical and Trash Equipment:  
 Complies:  Yes  No

Please explain any "No" response to questions.

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**Landscape Guidelines Checklist**  
for Architectural Review Board Approval

Lot #: \_\_\_\_\_  
Phase: \_\_\_\_\_  
Date: \_\_\_\_\_  
Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Landscape Architect: \_\_\_\_\_  
Landscape Contractor: \_\_\_\_\_

Final grading : \_\_\_\_\_  
Complies:  Yes  No  
Front and side yards sodded: \_\_\_\_\_  
Complies:  Yes  No  
Rear yard planting: \_\_\_\_\_  
Lots fully landscaped on schedule: \_\_\_\_\_  
Complies:  Yes  No  
Existing trees may not be removed. \_\_\_\_\_  
Complies:  Yes  No  
Plan and materials submitted to  
Architectural Review Board for approval: \_\_\_\_\_  
Complies:  Yes  No  
Underground Sprinkler System: \_\_\_\_\_  
Plan and specifications submitted: \_\_\_\_\_  
Complies:  Yes  No

**I. DOCUMENT CHECKLIST**

A. Landscape Plans: 1" = 10'

**II. LANDSCAPE GUIDELINES:**

A. Minimum Landscaping Requirements:

Shade tree size: \_\_\_\_\_  
Complies:  Yes  No

Shade tree quantities:  
Quantity for lot area up to 21,000 s.f.: \_\_\_\_\_  
Quantity for lot area in excess of 21,000 s.f.: \_\_\_\_\_  
Complies:  Yes  No

Quantity of evergreen trees: \_\_\_\_\_  
Complies:  Yes  No

Quantity of shrubs: \_\_\_\_\_  
Complies:  Yes  No

C. Lawn and Plant Materials and Finish Grading:

"Master Plant List"  
Complies:  Yes  No

Phytol Sanitary Certificate available if requested:  
 Yes  No

Please explain any "No" response to questions.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Appendices

### Appendix A

#### Construction Rules and Regulations

1. All construction traffic shall use only the construction entrances and roads and/or such public or private roads within the Development, as designated by Conway Farms.
2. Any damage to landscaping or improvements (including roads) inflicted by any general contractor, subcontractor, or material supplier shall be restored within 48 hours after such damage occurs or such longer period as may be agreed to by Conway Farms. The general contractor shall be responsible for any damages inflicted by its subcontractors or material suppliers and the Owner of a lot shall be responsible for the acts or obligations of the general contractor.
3. No construction activities may take place during hours other than permitted construction hours established by Conway Farms. Presently those hours are:  
Monday through Friday 7:00 a.m. to 7:00 p.m.  
Saturday 8:00 a.m. to 6:00 p.m.  
  
The permitted construction hours may be changed from time to time by Conway Farms at its sole discretion.
4. No hazardous materials (as determined by Conway Farms or as defined in any applicable state, federal, or local law) may be used or stored on any lot.
- \*5. The City of Lake Forest will recognize and enforce the Illinois Pollution Control Board order on "NO BURNING" on the job site.
6. No equipment or materials may be stored more than 20 feet behind the location of the building on a lot and in no event shall equipment or materials be stored outside of the building pad for any lot (as defined in the Conway Farms Declaration), or in the front yard of any lot.
7. Construction vehicles or heavy equipment shall be removed from a lot within 48 hours after completion of the use thereof on the lot.
8. No machinery, equipment or materials shall be stored on a lot other than for use on that lot or for use on an adjacent lot or a lot immediately across the street and facing such lot, where owned by the same Owner.
9. The Developer may keep a list of subcontractors and suppliers who have violated these Construction Rules and Regulations more than twice in a twelve (12) month period, and no general contractor shall contract with any such subcontractor or material supplier while it is on the list except with the written consent of Conway Farms. It shall be the duty of the general contractor to inquire as to the names on the list before he enters into contracts with subcontractors or material suppliers. Prior to construction, a copy of the permit application with the City of Lake Forest with a list of the subcontractors for the job shall be provided to Conway Farms for approval.
- \*10. All mud and debris dropped on the streets or parkways shall be cleaned up immediately and shall not be permitted to remain overnight. Builders who fail to comply will be billed by Conway Farms.
11. During dry conditions, no construction activities shall be permitted which raise dust or the level of particles in the air unless suitable means of watering or dust abatement are utilized.
12. Prior to the commencement of construction, each general contractor shall post with Conway Farms a cash bond or an irrevocable letter of credit in the amount of \$2,000.00. Conway Farms or the ARB shall have the right to correct violations or enforce compliance with these Rules and Regulations and shall be entitled to pay itself the costs incurred in such correction or enforcement, including court costs or attorney fees. The general contractor shall replenish Conway Farms any amounts expended in correction or enforcement within 48 hours after notice, in order to keep the amount on deposit at \$2,000.00.
- \*13. Sanitary facilities shall consist of an operating, permanently installed toilet or a portable toilet available from a City of Lake Forest licensed provider. Toilets shall be weatherproof and completely enclosed for privacy. Toilets shall not be located on public property. They must be located within 10 feet of the front of the building and shall not be closer than 20 feet from any side lot line.
- \*14. A dumpster shall be obtained from a City of Lake Forest licensed scavenger only. Dumpsters shall not be located on public property or be located closer than 5 feet from any property line.
- \*15. Construction fencing is required on all sites prior to construction. Fencing for the proposed building site must be located no greater than twenty feet beyond the foundation walls on all sides. The fence shall be erected to define the driveway location in addition to the building site with a five foot setback on either side. The fence shall consist of either wood or plastic fence materials, four feet in height with steel supporting posts 12'-0" o.c. driven sufficiently into the ground to hold the fence in an upright position during construction. The fence, once erected on site, must be left in place until the final landscape grading is commenced.
- \*16. Carefully dig all trenches from the property line to the street. Damage to public property, utilities or trees will be charged to the builder.
- \*17. A spot survey is required immediately after the foundation work is complete. When submitting to the City of Lake Forest, submit a copy to Conway Farms.
18. Conway Farms shall have the right to amend or modify these Construction Rules and Regulations at any time, in a reasonable manner. Written notice of such amendment or modification shall be given to the Owners of any lots on which homes are under construction, but failure to give such notice shall not invalidate any changes or modifications. It shall be the responsibility of any Owner to ascertain whether any

amendments or modifications have been made to these Construction Rules and Regulations prior to the start of construction on his lot.

19. Conway Farms shall have the right to assign any or all of its rights under these Construction Rules and Regulations to the Architectural Review Board established pursuant to the Conway Farms Declaration.
  20. All construction activities shall comply with all applicable ordinances, rules or regulations (including those of the City of Lake Forest per City of Lake Forest Job Site Requirements, section 9-118, 1/93).
- \* As per City of Lake Forest Job Site Requirements, Section 9-118, 1/93.

## Appendix B

### Approval Process For Builders

Conway Farms is a unique, planned, residential/golf course community located in one of the large undeveloped residential areas on Chicago's North Shore. The nature and extent of the developed features of the land and the care that has been taken in planning, designing and developing Conway Farms will result in a community known for its excellence. It is therefore imperative that the greatest degree of care be taken to assure that residences in the community be constructed by only the highest quality custom home builders. As a result, Conway Farms requires that only builders who are previously approved by Conway Farms may construct a residence within the community. The approval of builders is at the discretion of Conway Farms because it has the greatest stake, having put not only its reputation but significant investment costs into the community at its inception.

The attached is a list of the suggested information to be submitted to Conway Farms in applying for builder approval. The criteria followed by Conway Farms in determining whether it is satisfied with the information submitted may change from time to time, and the submissions do not necessarily include all matters that will be considered in making the decision of whether or not to approve a builder. Conway Farms reserves the right to request such additional information as it deems appropriate. In any event, the decision of Conway Farms on whether a given builder qualifies for approval is final and is not subject to appeal or challenge.

Conway Farms shall have the right to assign its authority for approving builders to the ARB established pursuant to the Conway Farms Declaration.

### Suggested Builder Information

1. Most recent financial statements.
2. Written banking references.
3. Written references from architects from whose plans homes have been constructed by the builder in the last twelve (12) months.
4. Written references from officials of communities in which the builder has built in the last two (2) years.
5. Written references from at least five (5) customers who have closed on any home built by the builder within the last twelve (12) months.
6. Data regarding price per square foot of ten (10) most recent homes sold by builder. (Sales price to customer, divided by the number of square feet in home, excluding garages and basements).
7. List of communities in which the builder has built within the last five (5) years having covenants, architectural guidelines or

required architectural approval, setting forth the number of homes built in each community.

8. Copy of customer warranty given by the builder to purchasers of homes and summary of warranty claims against the builder made within last two (2) years.
9. List of all major sub-contractors and material suppliers used by the builder within last two (2) years.
10. List of all home builder associations and organizations in which the builder maintains a membership.
11. List of all awards and recognitions received by the builder over the last five (5) years.
12. Projected package of standard items, options and extras contemplated for homes to be constructed by the builder in Conway Farms.

## Appendix C

### Master Plant List

#### Deciduous Trees - Minimum Caliper of 4 1/2"

Schewdler Maple	Autumn Purple Ash
Norway Maple	Thornless Honeylocust
Red Sunset Maple	Ironwood
Sugar Maple	Basswood
White Oak	European Linden
English Oak	American Linden
Red Oak	

#### Ornamental Trees - (Single Trunk - Minimum Caliper of 3", Multiple Trunk - Minimum height of 6')

Amur Maple	Shadblow Serviceberry
Redbud	Pagoda Dogwood
Bradford Pear	Thornless Hawthorn Varieties
Dr. Merrill Magnolia	River Birch
Common Alder	Flowering Crabapple Varieties

#### Evergreen Trees - Minimum Height of 8'

Norway Spruce	Austrian Pine
Colorado Green Spruce	Scotch Pine
Black Hill Spruce	Eastern White Pine
Colorado Blue Spruce	

#### Shrubs

Yellow Stemmed Dogwood	Lilac Varieties
Cornelian Cherry Dogwood	Viburnum Varieties
Grey Dogwood	Weigela Varieties
Redtwig Dogwood	Red Chokeberry
Wintergreen Boxwood	Northern Bayberry
Cottoneaster Varieties	Pussy Willow
Alpine Currant	Winterberry
Forsythia Varieties	Greenmound Alpine Currant
Dwarf Burningbush	Annabelle Hydrangea
Abbotswood Potentilla	Cutleaf Stephandra
Sumac Varieties	Yew Varieties
Spirea Varieties	Techny Arborvitae (as hedge only)

#### Ground Cover

Pachysandra	Purpleleaf Wintercreeper (Euonymus)
Ajuga	English Ivy
Goutweed	Sedum
Fleeceflower	

#### Notes:

1. For foundation planting, a minimum size of 24" with a variety of sizes is encouraged.
2. For hedges, the size approved will be based on individual landscape plans.

## Appendix D

### Landscape Specifications

Herein, Developer shall be the Conway Farms Partners; Developer's representatives shall be any agent employed by Conway Farms and granted decisive powers by the same; contractor shall be any builder, landscaper, other tradesmen, individual, association or corporation who is employed by a source other than Conway Farms to perform work in and about the Conway Farms Development.

### PART 1 - General Summary

Landscape work includes, but is not limited to:

1. Protection of existing trees.
2. Topsoil spreading.
3. Planting bed preparation.
4. Clearing and grubbing.
5. Tree, shrub, ground cover and sod installation.

### Project Conditions

#### A. Traffic:

Conduct site clearing operations to ensure minimum interference with roads, streets, walks and other adjacent occupied or used facilities. Do not close or obstruct streets, walks or other occupied or used facilities without permission from authorities of Conway Farms.

#### B. Protection of Existing Improvements:

Provide protection necessary to prevent damage to existing improvements indicated to remain in place. Protect improvements on adjoining properties. Restore damaged improvements to their original condition, as acceptable to the authorities of Conway Farms.

1. Water trees and other vegetation to remain within limits of contract work as required to maintain their health during the course of construction operations.
2. Provide protection for roots over 1-1/2" in diameter cut during construction operations. Coat cut surfaces with an emulsified asphalt, or other acceptable coating, formulated for use on damaged plant tissues. Temporarily cover with earth as soon as possible.
3. Repair or replace trees and vegetation indicated to remain which are damaged by construction operations in a manner acceptable to the authorities of Conway Farms. Employ a licensed arborist to repair damages to trees and shrubs.

### PART 2 - Products

#### Scope of Work

##### A. General:

1. Contractor shall submit a fully executed and labeled plan for review by Developer's representatives.
2. Landscape plans shall be reviewed by the Developer's representatives and required changes shall be noted and returned to contractor, who shall then submit a new plan showing all changes requested by Developer's representatives. If all criteria is met, contractor shall then be given written approval of plan. No work may commence before approval is received.
3. Contractor shall supply all materials, labor and equipment to complete all work unless otherwise specified in

writing by the Developer or Developer's representative.

4. Quantities, varieties, cultivars and specified sizes on approved plans must be strictly adhered to unless permission is granted in writing from the Developer or Developer's representative.
5. All approvals, changes, substitutions, etc. must be in writing.

##### B. Topsoil:

Topsoil shall be minimum of 6" in depth over the entire land area.

##### C. Planting Bed Soil:

All planting beds must have minimum depth of 8"-10" of suitable planting mix spread evenly over the area.

### Plant Materials

#### A. General:

1. All materials will conform to the current issue of the American Standard for Nursery Stock, published by the American Association of Nurserymen.
2. Plant material must be inspected and certified by state inspectors. A certificate of inspection shall be provided by the contractor upon request. If proof of inspection cannot be produced, it is the Developer's right to demand that the plant material be removed from the project and replaced with proof certified material.
3. Nomenclature will be in accordance with Hortus III by J.H. Bailey.
4. The Developer or its representative shall be the sole judge of the acceptability of all plant material.
5. It is highly recommended that an antidesiccant be applied prior to moving of plant material and prior to winter to avoid desiccation of material.
6. Any material which is found to have any insects, disease, trunk damage, split crotches, sheared bark, deer, mouse or other animal damage or any other condition which might negatively affect the quality or health of the plant can be rejected and if such a plant has been installed, it will need to be removed and replaced with an acceptable specimen.

#### B. Balled and Burlapped

1. B&B material shall be dug with firm natural balls of earth and shall be free of noxious weeds.
2. Ball sizes shall be in accordance with A.A.N. specifications.
3. Trunk caliper shall be taken six inches above the ground (up to and including 4" caliper) and 12" above the ground for larger trees.
4. The material used to wrap root balls must be biodegradable. No plastic or nylon is allowed. In addition, all material must be removed from root ball down to approximately 1/3 the height of the ball.

#### C. Container-Grown Stock

1. Root system used is to be well-developed and distributed evenly throughout the container such that the roots visibly extend to the inside face of the container.
2. All container-grown material must have the root ball scored using a sharp knife. Cuts should average 4-5 per container, be 1" deep, and be made in a manner so as to cut all encircling roots.

#### D. Nursery Certification:

All plant material shall be grown and supplied by a certified nursery unless otherwise specified. Proof of origination may be requested at any time by the Developer or Developer's representatives.

#### E. Pruning of Plant Material

1. All plant material will be pruned as per the Landscape Contractors Association Specifications Book prior to planting.
2. Trees should have approximately 1/3 of their heads thinned out.
3. Shrubs should have approximately 1/3 of older material thinned out.
4. All material shall be devoid of any dead wood.
5. All material will be pruned in a manner consistent with the plant's natural form and so as to bring out the most aesthetically pleasing specimen. Use sterile tools to reduce spreading disease.
6. Shearing of material will not be allowed. Plant should be pruned using an alternating height, drop-crotch method to avoid excessive top growth and to create small holes to allow inner foliage development. All crows feet, rubbing or crossing branches, water sprouts and suckers shall be removed.
7. All cuts shall be made in a horticulturally sound manner and shall be as flush to the trunk or branch as is feasible without damaging the branch collar.
8. Cuts larger than 1" shall be sealed using an approved pruning paint.
9. Larger branches shall be undercut to avoid stripping of bark.

#### F. Plant Transport

1. All material in transit shall be covered with a breathable material to prevent it from drying out.

#### G. Plant Inspection

1. Plant may be inspected prior to installation by the Developer's representatives to insure conformity to specification requirements in regard to size, quality and variety.
2. It is the contractor's responsibility to insure that all plant material is acceptable to the Developer. If re-inspection is required, cost of such inspection will be borne by the contractor.
3. Any damaged or deformed plants which do not meet the criteria and form for a plant of that species may be rejected by the Developer's representative.

#### C. Inspection:

1. A verification of performance for work defined by contract documents will be conducted by the project landscape architect and Developer's representative on-site. Such inspection will take place within two weeks of notification by contractor that work is completed. If such inspection cannot take place within that period, written notification shall be supplied by the landscape architect as to when such inspection shall occur. If installed landscaping meets criteria, a letter of acceptance shall be issued no later than one week from the date of the inspection. If criteria has not been met, a detailed punch list requesting changes shall be issued no later than ten days from the date of the inspection.
2. Once requested changes have been made, the contractor shall notify Developer's representative so that re-inspection may occur within ten days of their completion.
3. Any subsequent inspections, which are necessary due to contractor's failure to adhere to changes or requests from Developer, shall be charged to the contractor for the Developer's representative's time.

#### D. Maintenance

1. It is the contractor's responsibility to maintain all plant material in good condition, until written approval of landscaping has been given by Developer's representatives. Conway Farms will not assume land maintenance obligations, until such written approval is granted.

#### E. Drainage

1. It is the contractor's responsibility to insure that all trees, shrubs, plantings, etc. have positive drainage, and if necessary, to install drain tiles to avoid saturated conditions. It is the contractor's responsibility to insure that all elevations and grades pertaining to such systems are correct and conform to City of Lake Forest regulations and approved plans.
2. If any type of drainage system is deemed necessary, all such systems must discharge into an existing underground drainage system.
3. Plans for any drainage system must be submitted to Conway Farms for approval, prior to commencement of work. Plans shall be submitted along with the landscape plan for the property. In addition, an as-built plan must be submitted to the Developer upon completion, showing any and all underground structures including, but not limited to, drainage systems.
4. All drainage, if of a variety which would allow sediment to leach into the systems, such as perforated drain tile, shall have filter cloth installed around it.
5. If written permission is given to any contractor to allow for any type of discharge into ponds, spillways, or other structures or areas not within an enclosed, underground drainage system, such systems will open below water or ground level. No open-end, exposed tiles will be allowed.
6. Proper final grading of the property is the sole responsibility of the contractor. All soils and beds must be graded so that water is carried away from houses and other structures. Swales and other overland flows must be checked constantly to insure that the entire property drains positively, that there will be no low spots, boggy areas or other water traps, and that the overall grade fits perfectly with the master grading plan for the Conway Farms Development.

## PART 3 - Execution

### A. General

1. The contractor is responsible for supplying and installing all materials shown on the approved landscape plan.

### B. Planting Season

1. All plant material is to be planted at a time which is most conducive to its survival.
2. A professional horticulturist or nurseryman should be consulted if in doubt.



## Seeding and Sodding

### A. Soil Preparation

1. Work shall proceed only after the property has been graded to within 2/10 of one foot from final grade. Any weeds or other plant material which have grown on the property must be removed or killed using an acceptable weed killer such as Round Up. If a weed killer is used, sufficient time between application and commencement of work, in keeping with the product label, must be maintained to avoid contamination of soils.

### B. Grades

1. Strict adherence to previously established grades is required. Any changes must be submitted in writing and approved by Developer's representatives. Grades shall be maintained in a true and even fashion.
2. It is the contractor's responsibility to insure that all land on which he is working drains thoroughly, with no low areas which could create boggy conditions.

### C. Subgrade

1. If the subgrade is tested and found to be acidic (pH of 4.5 or less) or composed of heavy clay, lime shall be spread over the area at a rate of 100 pounds per 1000 feet square and shall be tilled into the soil as described below.

### D. Tillage

1. After areas have been brought to grade, the subgrade shall be loosened to a depth of no less than 3 inches.

## Topsoiling

### A. Grading

1. Topsoil shall be spread uniformly and shall be a minimum of six inches in depth prior to firming.
2. Any irregularities resulting from the application of topsoil shall be corrected immediately in order to prevent the formation of depressions or water pockets.
3. Topsoil shall not be placed while in a frozen or excessively wet condition or when the subgrade is excessively wet or in a condition which would be detrimental to proper grading or planting.
4. After fertilizer has been applied and tilled into soil the surface must be firmed using a roller, compactor or other approved method to give a solid base for seeding or sodding.
5. All trash, rocks larger than 1 1/2", roots, wires, etc., must be removed prior to commencement of seeding or sodding.
6. It is the contractor's responsibility to maintain erosion control on the property at all times and to maintain all proper grades until seeding or sodding has been completed and property has been approved by Developer's representatives.

### B. Clean Up

1. After topsoil has been spread and final grades checked for proper drainage, the entire area shall be cleared of grade stakes, surface trash and any other objects which would hinder maintenance or planting within the area.
2. Any paved areas over which the contractor's equipment is transported or used including, but not limited to, drive-ways, cul-de-sacs and public roadways, must be thoroughly cleaned of all trash, soil, gravel or any other debris.

### C. Fertilizer

1. Fertilizer shall be 10-10-10 or other approved starter material and shall be applied at the rate of 1000 pounds per acre.
2. Fertilizer shall be applied under dry conditions and in a free-flowing formulation.
3. Application shall be made using an appropriate mechanical spreader which has been calibrated to the necessary application rate. The "feeding chickens" method of application will not be allowed.
4. Fertilizer shall then be uniformly tilled into the soil to a depth of 4".

### D. Sod Products

1. All sod must be STATE CERTIFIED and from an approved mixture of certified seed, free of noxious weeds, diseases, insects, nematodes and any other pathogens or other contaminants. Proof of certification must be presented upon request. If sod is laid and certification cannot be provided, it is the Developer's right to require that the sod be removed and replaced with proof-certified sod. State-certified, common pasture, uncertified sod will not under any circumstances be accepted.
2. Sod shall be mineral (soil) sod. Under no circumstances will peat, muck or other growing medium be accepted.
3. Sod shall be of a uniform thickness and color.
4. Thatch shall not exceed 1/2" at time of installation.
5. Grass blade height shall not exceed 3" at time of installation.
6. Edges shall be completed and undamaged. No torn or uneven ends shall be laid.
7. Sod shall be of a sufficient density so as to hold its size and shape when suspended vertically from the upper 10% of the section.
8. Sod shall not be unduly wet or dry at time of harvesting or planting.
9. Sod shall be installed within twenty-four hours of delivery. If sod is not installed within this time frame, the Developer's representative must be notified and must inspect and approve any remaining material.
10. Any sod found to be diseased, insect ridden, chloritic, tattered or otherwise unhealthy shall be replaced by the contractor.
11. Sod which contains holes or dead patches of more than 2" in diameter will not be accepted.

### E. Installation of Sod

1. Soil must be moist prior to installation.
2. The first row shall be laid in a straight line and subsequent rows placed parallel to and tightly against each other. Edges must butt up tightly against each other and be "knitted" in place. Overlapping pieces or edges will not be accepted and the sod shall be laid so as to avoid ALL gaps between rows. If an edge is uneven so as to make it impossible to butt up completely against adjacent rolls, it shall be trimmed to make a complete edge.
3. Lateral joints shall be staggered.
4. On slopes where erosion or shifting of sod may be a problem, sod shall be laid parallel to the contours of the slope with staggered joints and shall be secured to the slope with wooden stakes.
5. As each section is completed, it shall be rolled to encourage root contact with existing soil. Care shall be taken so that the rolling process does not cause any ruts,

wheel marks, depressions or other changes in the finished grade. Any changes in the grade shall be remedied immediately.

## Seeding

### A. Mulching Material

1. Straw; bright in color, free of rot and mildew, free of all noxious weeds and seed.
2. Cellulose Fiber: Cellin K or approved equal (recovered cardboard) or Cellin or approved equal (recovered newspaper).

### B. Stabilizing Materials

1. Asphalt emulsion.
2. Netting: biodegradable netting pegged with wood stakes or metal staples.
3. Crimping: mechanical, tractor drawn.

## Installation Of Seed

### A. Workmanship

1. Contractor shall work so as not to interfere unduly with the work of other trades.
2. Work areas shall be policed and cleaned of extraneous material and debris daily.
3. Damage to existing structures and plantings shall be avoided at all cost. If such damage occurs, the contractor shall be solely responsible for replacing or repairing, at Developer's discretion, the damaged material.
4. Upon completion, all debris and waste material resulting from planting operations shall be removed and the job site cleaned.

### B. Water

1. The contractor shall use the water supply at the residence or the sprinkler system to water plant material.
2. Water shall not be taken from lakes, drainage swales or other structures or land formations contained within the development using pumps, siphons, buckets or any other means, mechanical or physical.
3. Proper soil moisture must be present at time of planting. Dry or overly saturated soils will not be allowed.

## Topsoil

### A. Soil Testing

1. All soils and soil mixtures brought in to the project shall be tested by a State or recognized commercial lab to determine proper magnesium, potassium and phosphorous levels; soluble salts/conductivity; pH; and organic matter.
2. Acceptable results are as follows:
 

pH range:	5.0-7.0
Organic Matter:	1.0-1.5%
Magnesium	100 plus units
Phosphorous:	150 plus units
Potassium:	120 plus units
Soluble Salts/Conductivity:	
	not to exceed 900
	pm/0.9 mmhos/cm (in soil)
	not to exceed 3000 pm/2.5
	mmhos/cm (high organic soil)
3. A certificate of analysis must be presented to the Developer's representatives prior to delivery on site.
4. Topsoil shall be sandy loam in texture with a mechanical analysis of 50-60% sand, 15-25% silt, 10-15% clay.

5. Topsoil shall be uniform in texture and free of stones, lumps, plants, roots and other debris over 1-1/2". Topsoil must be free of plants or plant parts and noxious weeds, including but not limited to: Bermudagrass, Quackgrass, Johnsongrass, mugwort, nutsedge, poison ivy, Canadian thistle.
6. There shall be no spray residue or other toxic substances contained within the topsoil.

### B. Fertilizer

1. All material shall be fertilized at the time of planting using an acceptable, commercial grade fertilizer.
2. All fertilizer shall be granular or pellet with 35-80% of total nitrogen in a slow release form.
3. Tree and shrub fertilizer shall have a minimum analysis of 10% N, 6% P and 4% K.
4. For perennials, annuals and bulbs: Fertilizer shall be a time-released, high phosphate fertilizer.
5. Bulbs shall have commercial, raw, fine-ground bonemeal added.
6. Fertilizer shall be applied at the following rates:
  - a) Trees: 1/2 pound of 10:6:4 per inch trunk.
  - b) Shrubs: 1/4 pound of 10:6:4 per foot of height or spread or 3-5 pounds 10:6:4 per 100 foot square of bed area.
  - c) Groundcover: 3 pounds of 10:6:4 per 100 square feet bed area.
  - d) Perennial, annuals, bulbs: 3 lbs. time-released high phosphate fertilizer per 100 square feet of bed area.
  - e) Bulbs: 4-8 lbs. bonemeal per 100 square feet bed of area.

### C. Backfill Mixture

1. Backfill mixture shall consist of 3/4 existing topsoil (approved soil must be brought in if existing topsoil is not enough to backfill pits) mixed with organic material plus granular fertilizer.

### D. Mulch

1. All beds and tree wells must be mulched using aged, shredded hardwood, dark brown in color or approved equal.
2. Mulch shall be applied to a depth of not less than three inches and not more than four inches and shall not encroach on tree trunks or shrub stems.
3. Mulch shall be uniform in size and free of dirt, clay, rocks, weeds or other extraneous foreign matter (i.e., 60% between 1" - 3"; remaining 40% @ 1-1/2").

## Planting Procedure For Trees, Shrubs, Bulbs, Groundcover Perennials and Mechanical Tree Planting

1. Refer to Planting Procedure for Trees in the Landscape Contractors Association Specifications Book.

## Damages

Contractor assumes all liability for damages and/or injury to property, persons, utilities and all other objects, living or inanimate, caused during the course of their work or presence in the Conway Farms Development.

# ARCHITECTURAL DESIGN & LANDSCAPE GUIDELINES

January, 1998

February, 1999

June, 1999

*Revised December, 2014*

*(most recent revisions are italicized)*

This addendum modifies and changed certain sections of the Conway Farms Architectural Design and Landscape Guidelines. Specific sections to be modified are marked by page number.

## ADDENDUM

# Conway Farms

## I. Housing Design (p. 1)

### A. Building Size

#### MAXIMUM BUILDING SIZE:

Phase	Maximum Floor Area
The Meadows	4,200 s.f.

The Highlands	4,500 s.f. (lots 1-18)
	6,500 s.f. (lots 19-25)

*For CFHA house size consideration, the CFARB Garage size allowance shall be:*

<i>Lots 29,999 sq. ft. or less</i>	<i>600 sq. ft.</i>
<i>Lots 30,000sq. ft. or more</i>	<i>800 sq. ft.</i>
<i>Subject to CFARB approval</i>	

The square footage calculations are the responsibility of the Architect of Record and must be in accordance with the current Methodology for Building Scale Calculations enforced by the City of Lake Forest and submitted at the Preliminary Design and Construction Document Phase. *The CFARB may, at its option, approve a house addition or alteration to an existing dwelling wherein the proposed modification exceeds the current City of Lake Forest Building Scale Ordinance as long as the footprint of the building does not change. Upon CFARB approval the petitioner must then go through the City of Lake Forest Building Review Board (BRB) variance approval process for purposes of obtaining a Building Permit.*

*The CFARB reserves the right to exclude design element square foot "overages" from the City of Lake Forest Design element maximum allowance calculations in considering each individual petitioner's alterations to an existing residence. This includes such features open porches, dormers, covered entry, pergolas, etc. Approval of the CFARB does not guarantee City of Lake Forest approval for a Building Permit as City Building Review Board (BRB) approval for a variance must be obtained before a Building Permit will be issued.*

### B. Building Height

#### MAXIMUM BUILDING HEIGHT

Phase	Lot	Eave Height	Ridge Height
The Meadows	2,6,9, 13 thru 33	18 ft	32 ft

The Meadows	1,3,4, 5,7,8,10,11,12	18 ft front	32 ft
		14 ft at pond side	

The Highlands	1-8	14 ft	27 ft
	9-18	18 ft	32 ft
	19-25	18.5 ft	32 ft

### E. Basements

*(add sentence to section)*

Generally, the area of basement window wells shall not exceed 15 s.f. each, with a maximum projection from the foundation wall of 3 feet. However, subject to ARB approval, the 3 foot and 15 s.f. requirements can be exceeded if the window well is constructed of concrete of stone walls with the top of each wall no greater than the top of the foundation. Further, the well should have a grate on top and be surrounded by appropriate landscaping.

### F. Roofs and Dormers

*(add sentence to section)*

Primary roof forms should be gable or gambrel roof forms. Secondary roof forms are encouraged to be gabled and shed forms, but may be hipped subject to approval.

### G. Roofing Materials

*(revise second sentence)*

...and in Phase 1B (The Broadlands), Phase 1C (Stablewood), Phase 2B (The Meadows), and Phase 2D (The Highlands) medium shake cedar roofs will be considered if appropriate to the size and style of the house.

### I. Doors and Windows

*(add section)*

- 7. Permanently attached muntins are to be used on windows in a design pattern consistent with the home's architectural design. Where aluminum clad thermopane windows are used, permanently attached muntins shall be required on both the interior and exterior of each window sash.*

- 8. Where the addition of a storm door is desired, all clear glass "full view doors" exclusive of design details, i.e. scrollwork, vertical or horizontal bars etc. will be allowed. In addition, the storm door framing shall be the color of the exterior trim framing or exterior door itself.*

### M. Projecting Elements

*(revise first sentence)*

*Change reference from 8" eave projection to 12" eave projection.*

## II. Site Requirements (p. 8)

### G. Signs

*Change reference to "sign frame and post unit provided by the Homeowners Association" to standard real estate supplied sign post and signs supplied by realtor office. Sign size shall not exceed 30" by 24". Per City of Lake Forest Ordinances, only 1 sign per residence is allowed.*

### I. Fences and Hedges

*(replacement for entire section)*

*Fences, piers or gates may not be installed outside of the Building Pad of any lot except (i) community fences where installed by the Developer; or (ii) located around a swimming pool. Swimming pool fence height shall be in accordance with City of Lake Forest Codes, with plantings around the fencing not exceeding the fence height.*

*For reasons of privacy and where both adjoining neighbors agree, tall plantings close together directly between the residences may be installed with particular attention being given to ensure that these fences/plantings do not block neighbors open space views to common areas or, in particular, to golf course views as outlined in the CCRs.*

*Private exterior spaces, such as patios, may be screened by either planting hedges, brick or stone walls or a combination thereof. Hedges, plantings and walls may be as low as 16" but not exceed 3.0" in height from*

existing grade for the highest element of the patio wall. For example, if the wall design includes decorative pillars or piers, the maximum 3'0" height pertains to the top of the pillar or pier cap.

In all cases referenced above, ARB approval is required prior to installation.

## J. Exterior Lighting

(replacement for entire section)

Exterior light fixtures on homes shall use warm white light bulbs of 60 watts or less with a maximum of 8 fixtures per home. Each light fixture shall not exceed a total of 60 watts. Where design appropriate, such as in the ceiling area of covered porches, these light fixtures may be supplemented with additional recessed can lights using a 60 watt or less bulbs. If using other than incandescent bulbs the conversion is a maximum of 860 lumens of a warm white color.

All light fixtures shall be of a traditional design consistent with the design of the structure and mounted on the building at appropriate location, such as adjacent to entry, patio, garage doors and portico ceilings. Other usage of exterior lighting is prohibited.

Low voltage patio/landscape lighting with mushroom style fixtures with shades which direct the light down toward the ground may be used in the front yard of homes to light up the walkway from the driveway to the front door area and in the rear yard around patios. Such fixtures shall not be more than 20" in height and use a warm white light bulb of 20 watts (225 lumens) or less.

Low voltage "up lighting" is allowed in conjunction with mushroom style down light with the restriction that the bulb must be in a shrouded enclosure and installed facing the residence to avoid glare from the bulb that is visible from the neighbors. As with the mushroom style fixtures, the bulbs shall use a warm white light bulb of 20 watts (225 lumens) or less.

Post lighting using warm white light bulbs of 60 watts or less may be used to light up the front walkway from the front door to the driveway. If using other than incandescent bulbs the conversion is a maximum of 860 lumens of a warm white color.

ARB review of all new exterior lighting is required prior to installation.

## K. Recreational Facilities

(replacement for entire section)

### 1. Swimming Pools

Swimming pools are allowed only with ARB approval with the following restrictions:

- Pools are allowed only on lots of 1 1/2 acres or more and on parcels that are not directly adjacent to a body of water. All

pools are to be located a minimum of 25 feet from any property line.

- Above-ground pools are not allowed.
- All swimming pools must meet City of Lake Forest standards.

Indoor, below-ground pools with glass enclosures similar in design to traditional conservatories will be considered by the ARB in special cases, provided the maximum square footage is not exceeded.

### 2. Play and Sport Equipment

These Guidelines include, but are not limited to, sport or play equipment such as basketball hoops, play court surfaces and trampolines.

- No play or sport equipment shall be allowed in the front and/or side yard setbacks.
- All play or sport equipment and play court surfaces shall be made of components in the green to brown color range; that is, subdued colors of the natural landscape.
- Sensitivity should be shown for neighbor views. Landscape screening is required. All play or sport structures should be as close to the building pad as possible.
- All play and sport equipment structures and landscaping must be submitted to the ARB for approval before installation.

### 3. Ice Rinks and/or Hockey Rinks

Temporary installations of ice rinks and/or hockey rinks may be allowed on appropriate lots in The Broadlands, Meadows, Stablewood and The Highlands communities only.

- Ice rink installations shall be considered seasonal and shall be applied for by each Homeowner on an annual basis using the ARB review form and attaching a plat showing the proposed location of the ice rink and the details and dimensions of the structure.
- The rink sides shall not extend beyond the side of the house as depicted by taking the furthest protrusion on each side of the house (not using design elements, i.e. pergolas, etc.) and extending an imaginary line into the rear yard. Based on impact on the immediate neighbors, the ARB reserves the right to extend side line restrictions on an individual basis. Regardless, in no case shall the rink extend into the City of Lake Forest 12' side line setbacks, 35' rear line setback, or impede storm water flow in swales or

storm sewer easement areas where it may occur on any individual lot.

- The rink must have its longest dimension run parallel with the back of the house and be as close to the house or rear patio as possible. Where a different orientation is better for use and or neighbor exposure, the ARB reserves the right to change this restriction on an individual basis.
- The ice rink's highest corner shall not exceed 12" above the ground level. The remaining 3 corners shall be leveled to the highest corner for water retention, and therefore, may exceed 12" above the ground level as dictated by the slope of the property.
- Where hockey use is requested, movable temporary goal nets not to exceed 4' high and 6' wide used in conjunction with end and side netting of neutral color not exceeding 6' in height and returning no more than 6" on each side from the end corners will be considered. Permanently installed backboards shall not be allowed.
- The liner shall be white in color and visible attachments and supports shall be neutral color (white, beige, brown).
- The size of the ice rink may be limited due to the size of the available backyard space and/or its impact on the neighbors.
- Installation shall not be before November 20th and disassembly shall be no later than March 31<sup>st</sup>, weather permitting.

### 4. Temporary play equipment

The temporary installation (maximum of 4 days which includes installation and removal) of play equipment which include, but are not limited to, inflatable play houses and water slides in individual back yards will be allowed for special occasions such as birthday parties etc. ARB approval is required.

## L. Mechanical and Trash Equipment

(Add before 1st paragraph)

1. (revise sentence in 3rd paragraph)

...dish antennas larger than the smallest available current technology, wind energy systems, rain water collection systems, composting systems.....

(Add the following at the end of the section)

2. Any Owner interested in professionally installing or maintaining a solar energy system shall abide by these rules for solar energy systems.



Solar Energy system ("SEG") is defined as: (a) a complete assembly, structure, or design of solar collector, or a solar storage mechanism, which uses solar energy for generating electricity or for heating or cooling gases, solids, liquids, or other materials; and (b) the design, materials, or elements of a system and its maintenance, operation, and labor components, and the necessary components, if any, of supplemental conventional energy systems designed or constructed to interface with a solar energy system. The panels and framing must be black in color.

Per the CFHA CCRs, all installations are subject to review by the Architectural Review Board (ARB) before installation can begin. Owners who desire to install such an SEG must submit an application in writing to the ARB prior to installation detailing the plans, specifications and proposed location of the SEG on a building within the Owner's Lot. The ARB shall process the application within 90 days upon receipt of the application.

SEGs may only be installed on buildings within an Owner's Lot that are thirty (30) feet or less in height, and further subject to the Rules. SEGs shall not be installed: (a) on buildings within an Owner's Lot that are greater than thirty (30) feet in height, (b) on the ground of an Owner's Lot, or (c) on any buildings or land within the Common Area.

SEGs may only be installed on the exterior of a building within an Owner's Lot provided that the ARB, at its discretion, shall determine the specific location where the SEG may be installed on the roof with an orientation to the south or within 45 degrees east or west of due south provided that the determination does not impair the effective operation of the SEG.

To protect the health, safety and welfare of the resident, the Board requires SEGs to be professionally engineered, installed and maintained. For each professional involved, the Owner must provide proof that the consultant and/or contactor are insured and licensed.

In order to protect the health, safety and welfare of the residents and their property the Board reserves the right to inspect the design, installation and maintenance procedures of the SEG.

The Owner shall be responsible for all costs of design and installation of the SEG, and once installed, the owner will be responsible for the operation, upkeep and maintenance of the SEG, at the Owner's sole expense.

The Owner shall at all times keep the SEG in good condition and in compliance with the Association Rules and Regulations.

Any damage to the building or the Owner's Lot caused by the installation and/or operation of the SEG shall be at the Owner's sole expense.

The Owner is responsible for obtaining all required permits and comply with all local ordinances and State laws in engineering, constructing and maintaining the SEG.

The Owner hereby indemnifies and holds harmless the Board of Directors, the Association, its agents and members from any and all claims, controversies or causes of action resulting from the installation or use of the SEG, including the payment of any and all costs of litigation and attorneys' fees resulting therefrom. Owner agrees to be responsible for any damage to the property or any injury to any individual as a result of the installation or operation of the SEG.

Upon transference of the ownership or occupancy of the Lot, the Owner shall inform the successor in title, including any purchaser by Articles of Agreement for Warranty Deed, or tenant, of the existence of these Rules and Regulations and the obligations set forth herein. All obligations herein shall pass to any successor in interest.

All SEGs shall be constructed in strict compliance with these Rules and Regulations. Any deviation from these Rules and Regulations without the written consent of the Board of Directors may result in the dismantling and removal of the SEG by the Association, in addition to the levying of fines. All costs of removal and restoration shall be borne by Owner. The Association reserves the right to levy a continuing and daily fine for each and every day an unauthorized SEG shall remain on the premises after the Owner has been notified to remove it, or advised to re-install the SEG in conformance with the Rules and Regulations. The fine shall be set by the Board of Directors in accordance with approved guidelines for fines.

### III. Landscape Guidelines (p. 9)

#### A. Minimum Landscaping Requirements

(revised sentence)

1. Deciduous shade trees with a minimum caliper of 4 1/2"
2. One deciduous shade tree.

### IV. Procedure for Filing Plans (p. 9)

#### A. Preliminary Designs

1. Site Plan  
(add sentence)  
Site plans are required to show existing houses on both sides of the subject property.  
(add sentence)
6. Building Square Footage Calculations.
7. The required fee for Filing Plans for Preliminary Designs submitted after March 1, 1999 is \$750.00.

#### B. Construction Document and Landscape Plans

(add sentence)

Construction Documents required for submittal are as noted above under Preliminary Design, except floor plans and building sections are at the scale of 1/4" = 1'-0", and in addition are to include building sections (@1/4" = 1'-0"), wall sections, and specifications. Building square footage calculations are also required.

### VI. Construction Rules and Regulations (p. 10)

(add sentence to section)

Builder shall submit \$2,000.00 per project to Conway Farms, which shall be held in an interest-bearing construction escrow account. This account shall cover the cost of any construction-related damage to the Conway Farms development property and any costs related to compliance with the Conway Farms Architectural Guidelines. All monies remaining in escrow shall be refunded to the builder with any accrued interest no less than 30 days after the homeowner has received a final Certificate of Occupancy from the City of Lake Forest. Owner shall submit to Conway Farms an "as-built" or "spotted survey" plat of house, driveway and other site improvements within 30 days of the final Certificate of Occupancy.

## Appendix C

### Master Plant List (p. 16)

Deciduous Shade Trees -  
Minimum Caliper of 4 1/2"

## NOTES

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### References and Credits

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