

*Nettle Creek Country Club Estates*  
*Home Owners Association (NCCCE HOA)*  
**Application for Installation of Solar Energy System**

## **APPLICATION AND REVIEW PROCEDURES**

Application and review procedures that will be used by the AC (Architectural Committee) are detailed below.

1. Applications. All applications for proposed improvements must be submitted in writing using the application forms authorized by the AC. Applications must be complete in order to commence the review process. Incomplete applications will be returned to the applicant with a statement of the deficiencies that must be remedied in order to be considered for review.

Unless notified to the contrary, homeowners should mail applications to the following address:

Nettle Creek Country Club Estates Homeowners Association

E-mail: [NettleCreekArchitectural@gmail.com](mailto:NettleCreekArchitectural@gmail.com)

3560 W. Nettle Creek Dr.

Morris, IL 60450

Questions may be emailed to [NettleCreekArchitectural@gmail.com](mailto:NettleCreekArchitectural@gmail.com)

2. Supporting Documentation. The application must include a complete and accurate description of the proposed improvement(s). To permit evaluation by the AC, supporting exhibits will frequently be required. Examples include: a site plan showing the location and dimensions of the proposed improvement; architectural drawings or plans, as applicable; landscape plan; material and/or color samples, etc. The design guidelines and application forms provide guidance with respect to the supporting documentation required for various types of improvements.
3. Time Frame for Completion of the Review. The AC is required to approve or disapprove any proposed improvement within thirty (30) days after the receipt of a properly completed application. However, the thirty (30) day review period will only commence upon the receipt of a complete application form, including all required exhibits. It is therefore advisable for homeowners contemplating substantial improvements to first ensure that they are aware of all required supporting documentation prior to submitting a design review application.
4. Notice of Approval/Disapproval. Homeowners who have submitted design review applications will be given written notice of the decision of the AC.
5. Appeals Procedure. Homeowners who have submitted design review applications may appeal decisions of the AC to the Board of Directors (BOD). A homeowner may appeal a decision of the AC by submitting a written request to the BOD within fourteen (14) days after the date of action by the AC. This request should include any new or additional information that might clarify the requested change or demonstrate its acceptability. The Board may, at its discretion, conduct an informal hearing related to the appeal. The Board will respond in writing to an appeal within forty-five (45) days from the date of receipt of an appeal.

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**Design Review Application**

Please mail or deliver to:  
Nettle Creek Country Club Estates Homeowners Association  
E-mail: [NettleCreekArchitectural@gmail.com](mailto:NettleCreekArchitectural@gmail.com)  
3560 W. Nettle Creek Dr.  
Morris, IL 60450

Name: \_\_\_\_\_ Lot # \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Day \_\_\_\_\_ Cell \_\_\_\_\_

**General Description of Construction or Proposed Change** Provide a description of the construction or proposed change, the type and color of materials to be used, location on the property, and any other pertinent information required to evaluate the proposed change.

**Required Exhibits and Supporting Documentation** The supporting exhibits or documentation listed below must accompany this design review application, as applicable for the construction or proposed change. An application submitted without all required submissions would be considered incomplete. In such case, the Architectural Committee's thirty (30) day review period will not commence until all required submissions have been provided.

- a) Recorded Plat. A picture representation drawn on a copy of the recorded plat, drawn to scale, showing the location and dimensions of the proposed improvement, including orientation with respect to the property lines and owners home.
- b) Architectural Drawings. Detailed architectural drawings or plans must be provided for solar panels and structural additions to the home provided by the contractor.
- c) Paint or stain colors. A sample and model number of the color(s) to be used must be provided, both for repainting and re-staining existing improvements and for structural additions, together with a list of existing paint colors on the house or appurtenant structures which will remain unchanged.
- d) Finish Materials. A description or sample of all finish materials to be used for the exterior surface of the proposed improvements must be provided.
- e) Other exhibits. Other exhibits may be required in order to permit adequate evaluation of the proposed change. Homeowners are advised to seek guidance from the AC prior to submission of an application.

Estimated Starting Date of Construction: (After approval by AC) \_\_\_\_\_

Estimated Completion Date \_\_\_\_\_

Name of Contractor Performing Work \_\_\_\_\_

Contractor's Address \_\_\_\_\_

Contractor Phone \_\_\_\_\_

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**Notes:**

1. Nothing contained herein shall be construed to represent those alterations to lots or buildings in accordance with these plans shall not violate any provisions of local building and zoning codes to which the above property is subject. Further, nothing contained herein shall be construed as a waiver or modification of any said restrictions.
2. Where required, building permits shall be obtained prior to the start of any construction. Nothing contained herein shall be construed as a waiver of said requirement.
3. Owner understands and agrees that no work on this request will commence until written approval has been obtained from the Architectural Committee (AC).
4. Owner further understands and agrees that any exterior alteration undertaken before written approval is obtained is not permitted and that the Owner may be required to restore the property to its former condition at Owner's expense if such alterations are made and subsequently disapproved in whole or part. Further, Owner understands that any legal expense associated therewith may be the responsibility of the Owner.
5. Owner agrees to give the AC and/or BOD, express permission to enter on the Owner's property at a reasonable time to inspect the proposed project, the project in progress and the complete project.
6. Owner understands that any approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approved plan and specifications for said alterations.
7. Owner acknowledges that he is familiar with the design review requirements and procedures for the Nettle Creek Country Club Estates Homeowners Association.
8. Owner understands that the authority to perform an alteration granted by this application will automatically expire if work is not completed within twelve (12) months from AC approval.
9. The lot owner or representative has been informed that they may be held responsible for damage to the street, streetlights, sewers or storm drainage system that occur during the construction of this structure.
10. The lot owner or representative has been informed that they may be held responsible for damage to the golf course property. The cart path is not to be used as a roadway.

**By signing this form the lot owner or representative agree to the above.**

Homeowner(s) Signature(s): (Print) \_\_\_\_\_

(Sign) \_\_\_\_\_

Date: \_\_\_\_\_

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**For HOA Use – Circle One:**    Approved    Partial Approval    Conditional Approval    Not Approved

Comments: \_\_\_\_\_

AC Member \_\_\_\_\_ AC Member \_\_\_\_\_

Date: \_\_\_\_\_ (Must be signed by at least two (2) AC Members)

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A scale drawing or survey of your lot should include the following:

- Location of Solar Panels on
  - Elevation Plans of Home
  - Roof Plan of Home
- Plans must show visibility of the system from areas such as:
  - Streets
  - Neighboring Lots
  - Golf Course property
- Drawing with dimensions showing:
  - Proposed Location
  - How Equipment will be mounted
  - Description of Visible Auxiliary Equipment
  - Color samples must be included
- Solar Panel Requirements:
  - Front or side-facing roof panels must be mounted in the plane of the roof surface minimizing stand-off distance from the roof.
  - Panels in other locations may be angled to achieve optimum solar gain.
  - All panels must be located entirely within a boundary defined by the roof eaves and peak.
  - Visibility of the underside of the panels shall be minimized from areas open to common or public access.
  - Visibility of any plumbing, wiring or auxiliary equipment is minimal
  - All visible system components should be painted to blend with roof coloring.
  - Roofing material is Architectural Shingles or Cedar (no metal roofs)