

**The Burr Ridge Club**  
**Comprehensive Owners Handbook**  
**June 17, 2025**

**Preliminary Statement**

Dear Fellow Burr Ridge Club Homeowners,

How fortunate we are to reside in The Burr Ridge Club, a community celebrated for its distinctive character, beauty, and charm! If you are new to the Burr Ridge Club, welcome!

For over fifty years, the Burr Ridge Club leadership has diligently maintained our community's unique essence through the development and enforcement of rules and regulations. Rules and regulations that protect our cherished amenities, ensure the harmonious use of common areas, and maintain the character of our community's beautiful architecture and landscaping. The following pages provide a comprehensive review of these rules.

As a Burr Ridge Club owner, it is essential that you are aware of and adhere to these rules at all times. We encourage you to read the following document thoroughly and refer to it as appropriate. This is particularly important when considering any changes to the exterior of your home or landscaping, so your projects are in compliance. Doing so will save you time, money, and energy!

It is our shared responsibility to preserve this very special place. Please reach out to your Board of Directors with any questions related to these rules and regulations, or any other aspect of living in the Burr Ridge Club!

Sincerely,

Your Burr Ridge Club Board of Directors  
June 17, 2025

**Purpose**

The purpose of this document is to provide rules and regulations for BRC Owners, their extended-stay family members, and their guests regarding the use of all amenities within the Club. Extended-stay family members are those immediate relatives, such as children

or grandchildren, who are staying with a BRC Owner for a period of longer than 1 month. Extended stay family members are granted the same access to Club amenities as their Host Owner and must follow the rules and regulations contained within this document. The Host Owner is at all times responsible for assuring that their extended stay family members and guests adhere to the rules and regulations of the Burr Ridge Club. Additionally, this document is intended to provide rules and regulations relating to all exterior architectural and/or landscaping projects that BRC Owners may wish to undertake.

The Burr Ridge Club Rules and Regulations exist under the auspices of the Eighth Amendment and Reinstatement of the Burr Ridge Club Declaration of Trust (the "Trust"), dated March 7, 2025. This Document does not attempt or intend to modify or otherwise alter the Trust.

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## **SECTION 1**

### **Rules and Regulations for Gatehouse Operations**

**Purpose:** To enhance overall security, to expedite the flow of vehicular traffic, and to facilitate the performance of services for Owners at the entrance to the Burr Ridge Club.

#### **1.1 Types of "CLEARANCE" provided at the Gate:**

- a. **Automatic Clearance:** Automatic Clearance (Clearance without requiring the submission of other credentials) will be provided to

Owners and official staff vehicles that are properly identified by the display of the Burr Ridge Club gate actuator decal that is located in the lower left-hand corner of the windshield or on the driver's side headlight. Gate actuator decals are available from the General Manager for Owners' vehicles only. Each Owner is allotted one gate actuator decal per garage space. The gate actuator decal should be properly displayed on Owner's vehicle at all times. Gate actuator decals should be removed when the vehicle is sold and must be surrendered to the General Manager once the Owner's residence is sold and the Owner moves out of the Burr Ridge Club.

- b. **Express Clearance:** Clearance for entry without requiring individual announcement to the Sponsoring Owner will be provided under the following circumstances:
  - i. Permanent, extended stay family or frequent guests may have Express Clearance arranged for them by the Host Owner. Temporary Clearance will cover a specific period of time, not exceeding six months, and may then be reissued, if requested by the Host Owner.
    - 1. A Master List of names for Permanent and Temporary Clearance is maintained by Gatehouse personnel. Any changes to be made on the Master Lists should be communicated to the General Manager by the Host Owner.
    - 2. When an Owner hosts a party or event at their home or at the Clubhouse (see Section 2 for Rules and Regulations related to the Clubhouse), their invited guests may be granted Express Clearance by having the Host Owner supply a list of expected guests to the Gatehouse two or more hours in advance of the time when the first invited guest will be arriving.
  - ii. Deliverymen, outside service personnel, other guests and visitors may have individual Express Clearance arranged for them by having the Sponsoring Owner telephone the Gatehouse in advance.

- c. **Announced Clearance:** Announced Clearance will be required for all entry other than those eligible for Express Clearance, as defined above. Announced Clearance requires individual announcement of the visitor to the Sponsoring Owner and specific clearance by that Member before entry of the visitor is permitted.

**1.2 Message and package service:** Message and package service will be provided by the guards staffing the gatehouse on the following basis only:

- a. Package Delivery Services such as UPS, Federal Express, USPS, etc. may have unannounced clearance to make home deliveries between the hours of 7:30AM and 10:00PM. After hours deliveries may be left at the gatehouse if the guard on duty determines that the package is of a size and nature to be held until the Owner can be notified.
  - i. Space in the Gatehouse for package storage is limited. Therefore, guards are authorized to receive packages of nominal size (and weight) only. Guards are not authorized to receive packages containing perishable items.
    - 1. If an Owner is not going to be available to receive delivery of a such a package(s) as described above, the Owner may make arrangements for the Gatehouse to accept delivery by notifying the Guard on duty ahead of time.
  - ii. Guards are authorized to accept floral deliveries when an Owner is not at home. Gatehouse acceptance of floral deliveries shall only be done at the owner's request and shall not be a routine occurrence.
- b. As an accommodation, guards may, under exceptional circumstances, accept packages of nominal size from an Owner for pickup at the Gate by an outside party, if the Owner cannot arrange to be at home for such pickup. However, guards are not authorized to receive or dispatch messages in connection with such pickups.
- c. Guards may receive short (preferably written) messages for individual Owners from outside parties. Guards are not authorized to receive, handle, dispatch or communicate individual messages

directed to several Owners from Owners, or outside parties. (An example of the type of messages the guards are not authorized to receive and transmit is multiple invitations to Owners from other Owners.)

- d. Guards are not authorized to receive packages containing perishable items, with the exception of floral deliveries. Gatehouse acceptance of floral deliveries shall only be done at the owner's request and shall not be a routine occurrence.
- e. Guards are not allowed to accept certified mail unless an Owner has delivered, in writing, specific instructions for authorization.

**1.3** Only official Gate and Management personnel are allowed entry into the Gatehouse. Under special circumstances the guard on duty may allow individuals in the guardhouse. These individuals will only be permitted in the guardhouse with the guard on duty's expressed permission. No animals are permitted in the Gatehouse.

**1.4 Violation of Procedures:** Violation of these Regulations and Procedures by a Gatekeeper will be considered cause for serious disciplinary action from the contracted Security Company at which the Gatekeeper is employed. Owners should be careful to avoid making any request to a Gatekeeper that could jeopardize his/her position.

## SECTION 2

### **Rules and Regulations for the Use and Operation of the Clubhouse**

The Burr Ridge Club Clubhouse has been provided and is equipped to function as a basic Club facility for official BRC events such as Board meetings, as well as Owners' social affairs. Such affairs will take two general forms: The primary form being a broad spectrum of social activities in which the general Club Ownership has the opportunity to participate, such as the annual Holiday party, etc.

The other form is a narrower range of private social affairs sponsored by an Owner or group of Owners in which the Clubhouse functions as an extension of their individual residence. This form of use may include receptions, teas, cocktail parties, buffets and sit-down dinners.

**Note: Use of the Clubhouse, including all indoor and outdoor facilities as well as appliances, is at the Owner and their guests' own risk.** The Host Owner is responsible to assure that all facilities and appliances are used/operated in a correct and safe manner at all times.

The Clubhouse is not intended to be, nor is it equipped to function as a general lounge, restaurant, discotheque, or large banquet facility.

There are two main areas of the Clubhouse: The Great Room (upstairs area) and the Legacy Room (smaller downstairs area). The Clubhouse kitchen is able to service both areas.

The Clubhouse will be available to the residents from 8:00AM to 8:00PM each day. If usage is required after regular hours, please request access through the General Manager. The clubhouse will be locked, and the alarm will be armed each night. The interior and the exterior of the clubhouse will also be monitored at the Gate House by security cameras.

In order to assure that the Clubhouse may be maintained in an inviting condition and in accordance with procedures that will enhance the interests of the largest number of Owners, the following rules and regulation shall apply:

**2.1 Reservations:** All reservations for use of the Clubhouse are to be made through the General Manager, who will maintain a current log of all scheduled activities.

**2.2 Restricted Uses:** No area of the Clubhouse is available for business purposes, sales or promotion meetings, political or religious meetings or activities, or fund-raising activities of any kind.

**2.3 Available and restricted dates:** General Ownership events will have priority access to use of the Clubhouse until such dates have been reserved for private use by an Owner. The Clubhouse is not available for private use by any Owner or any group of Owners on the following days:

- New Year's Eve, and New Year's Day
- Superbowl Sunday
- Easter
- Memorial Day, and the Sunday prior to Memorial Day
- Independence Day, and the day before or the day after Independence Day (July 3<sup>rd</sup> or 5<sup>th</sup>)

- Labor Day, and the Sunday prior to Labor Day
- Thanksgiving Day and the Friday following Thanksgiving Day
- Christmas Eve, and Christmas Day

**2.4 Use of the Clubhouse by Owners' Children/Grandchildren:** Children under 18 years of age are not permitted in any area of the Clubhouse except when accompanied by an Owner parent. (This does not pertain to the Swimming Pool: Resident children under the age of 16 are not permitted at the pool unless accompanied by an adult. See SECTION 3.9 "Rules and Regulations for the Swimming Pool".)

**2.5 Use by Guests:** Guests of Owners are permitted in the Clubhouse and Clubhouse area only when accompanied by a Host Owner.

**2.6 Hours of use** Typical use is 8:00AM to 8:00PM daily. Private and scheduled events may go beyond these times:

- a. For private and scheduled events, the closing hours are 11:00PM Sunday through Thursday, 12:00AM Friday and Saturday.

**2.7 Cooking:** When proper arrangements have been made in advance, cooking for scheduled affairs may be performed in the Clubhouse kitchen. Special arrangements, as appropriate, may also be made in advance for outdoor cooking in conjunction with special scheduled affairs. No other cooking is permitted in the Clubhouse or Clubhouse area.

**2.8 Decorations, furniture placement, fireplace, etc.:** The décor of the Clubhouse has been professionally designed to provide a beautiful, artistic atmosphere. No additional furnishings are allowed in the Clubhouse. The furnishings in the Great Room can be rearranged only by Club Staff. Arrangements shall be made with the General Manager in advance. No moveable dance floors are allowed. Decorations should be limited to centerpieces and other free-standing items. No tape, nails, screws etc. of any kind are permitted on the walls, beams, lighting, fireplace, furnishings, or doors. No helium balloons are allowed except if used in a securely attached arrangement with a weighted anchor. A large mirror at the entry can be used for decorative purposes, such as signage. An easel shall also be available for signage. To ensure proper ventilation and other safety requirements, the fireplace may only be used if prearranged with the General Manager. The screen must always be closed, and nothing should ever be burned in the fireplace.

**2.9 Attendance limitation:** The Pleasantview Fire Department requirements limit the number of guests to 80 for the Great Room and 50 for the Legacy Room. The capacity for

a sit-down dinner in the Great Room is 56 guests. There are 4 round tables, which seat a total of 40 guests. Additional seating for 16 is possible at small tables at the sofas. When reserving the Clubhouse for an event, Owners should consider these limitations with the General Manager to ensure proper setup of the room in order to accommodate the maximum number of guests.

**2.10 Smoking:** Smoking is not permitted in the Clubhouse, the patios, or the pool area.

**2.11 Pets:** No pets are allowed in the Clubhouse, Patio and Pool areas.

**2.12 Noise considerations:** Host Owners are responsible for the actions of their guests and must be respectful of the Owners who reside in close proximity to the Clubhouse.

**2.13 Music:** Owners and their guests must not play exceptionally loud music inside the Clubhouse or outside in the Patio and Pool areas such that it disturbs Owners who reside in close proximity to the Clubhouse. Live music must be approved in advance by the General Manager. Events that include a DJ are not permitted.

**2.14 Attire:** Owners, their children and guests are to be properly attired at all times while in the Clubhouse. General rules applicable to attire include the following:

- a. Footwear: Foot covering must be worn in all areas of the Clubhouse (except the shower areas).
- b. Swimming Attire Main Level: With the exception of the bathrooms, swimming attire is not permitted on the Main Level (Great Room) of the Clubhouse or in the Lower Level (Legacy Room).
- c. Changing of clothing: Owners and guests are not permitted to change clothing in any area of the Clubhouse except the bathrooms. No clothing is to be hung in the shower rooms except when Owners are showering.

**2.15 Procedure for scheduling use of Clubhouse:** To reserve The Great Room or The Legacy Room for a private event, an Owner must present the General Manager with the requested date, times, and a description of the size and event being requested. If the requested date is available, the Owner will be required by the General Manager to complete the necessary forms and submit the proper security deposit. Host Owners have responsibility for the premises during their event and are required to be in attendance at



all times for such private events.

- a. To allow access to all Owners, no Owner (or spouse) is permitted to reserve more than four (4) dates in advance per year. Reservations for short-term dates (less than 30 days) in advance are not subject to this restriction.
- b. When reserving the Clubhouse please remember these key points:
  - i. As far in advance as possible please contact the General Manager to confirm availability.
  - ii. Request a reservation form.
  - iii. Provide a description of the event, number of persons expected to attend, Clubhouse party furnishings and equipment required (types of tables, chairs, use of the fireplace, etc.).

**2.16 Cost of Use:** the following cost schedule is currently in place. The Board reserves the right to change the fees listed here as market conditions dictate.

- a. Events scheduled for either the Great Room or the Legacy Room that are for Owners only require no payment. Examples are book clubs, yoga classes, Mah Jongg, etc.) For such events, the Owner who made the reservation is responsible for assuring that the facility is left in a clean condition. Otherwise, the Owner will be charged the cleaning fee.
- b. Events scheduled for either the Great Room or the Legacy Room for up to ten (10) people require no payment as long as the facilities (including the kitchen) are left clean and in the condition in which they were found. For such events, the Owner who made the reservation is responsible for assuring that the facility is left in a clean condition. Otherwise, the Owner will be charged the cleaning fee.
- c. Great Room:
  - i. Security Deposit: \$500.00

- ii. Groups of 11-20 People:
    - Room Fee \$50.00,
    - Cleaning Charge \$140.00
  - iii. Groups of 21-39 People:
    - Room Fee \$150.00,
    - Cleaning Charge \$140.00
  - iv. Groups of 40 - 80 People:
    - Room Fee \$200.00,
    - Cleaning Charge \$140.00
- d. Legacy Room:
- i. Security Deposit: \$250
  - ii. Room Fee: none
  - iii. Cleaning Fee: \$140
- e. For events organized by the BRC Social Group, the General Manager will arrange for cleaning. The cost of said cleaning will be charged to the BRC.
- f. Payment Process: At least 2 weeks prior to the event, the renting Owner will supply the General Manager with the security deposit in the form of a personal check or a credit card number. After the event, the General Manager will invoice the Owner electronically (as is done with the quarterly assessments) for the room fee and cleaning charge. At this time the General Manager will either return the entire Security Deposit or return the balance should any of the deposit be needed to cover damages incurred during the event.
- g. Cleaning Room Fees and Cleaning Charges shall be applied towards normal wear on the facilities, as well as to professionally clean the facilities. The cleaning fee of \$140.00 as stated above represents the

minimum that will be charged to the Owner. Should circumstances require a more expensive cleaning, they will be charged accordingly.

- h. Linens: No linens shall be supplied by the General Manager or the Burr Ridge Club for any private event. Any Owner hosting such a private event shall procure all necessary linens on their own and bring them to the clubhouse, including but not limited to napkins, tablecloths, chair covers and table runners.

## **2.17 On the Day of the Event**

- a. The Host Owner shall tour the Clubhouse with the General Manager to verify the condition of the facilities before the event, and to take responsibility for any Clubhouse equipment that will be used.
- b. Not less than six hours before the first outside guest is scheduled to arrive, the Gatehouse must be supplied with an alphabetical listing of all outside guests that are to be admitted. (This time is necessary so that Guard personnel can prepare for the guests in advance and thus avoid any unnecessary delays when the guests arrive at the Gate.)
- c. Immediately following the event, the Host Owner is required to assure that all dishes, glassware and utensils used are thoroughly cleaned and returned to storage and that all waste material is bagged and left in the Kitchen. Please separately bag recyclables. The General Manager's crew will remove the garbage in the morning and place it in a proper receptacle. The Host Owner shall tour the Clubhouse with the General Manager to verify the condition of the facilities after the event and to return custody of any Clubhouse equipment used.
- d. The sponsoring Host Owner is responsible for the cost of cleaning or repairing any damage to facilities occurring during the affair, for the cost of replacing any broken equipment or furnishings, and for the cost of replacing any missing items when custody of the equipment is returned to the General Manager. While the security deposit will be applied to the cost of repair and / or replacement of any damaged or missing equipment, furnishings or fixtures, it is not a cap on the

sponsoring Owner's financial responsibility for any damages or loss incurred as a result of their sponsored event.

## SECTION 3

### **Rules and Regulations for Use of the Swimming Pool**

**3.1 THERE WILL BE NO LIFEGUARD ON DUTY:** Use of the BRC swimming pool is at each Owner and their guests' own risk. All BRC Owners, their family members and their guests are responsible for their own safety and must follow all rules in this section as well as those posted in and around the swimming pool.

**3.2 Hours:** At the discretion of the General Manager, the Pool will open for use in early May (but no later than Saturday of Memorial Day Weekend) and will close in late September or early October (depending upon weather).

- a. The time period from when the swimming pool closes in the fall until reopening in the spring will be known as the off-season. **For safety reasons, no persons other than BRC staff are allowed on the pool deck during the off-season.**
- b. During the swimming season, the general pool hours are 10:00AM – 8:00PM daily. The pool is open during the hours prior to 10:00AM for exercise/lap swimming.

**3.3 Signing In is Mandatory:** The sign-in sheet must be filled out upon entering the pool area. The sign-in sheet is located in the podium just inside the gate, to the left.

**3.4 Guests:** The Host Owner must be in attendance the entire time their guests are present at the pool. A Host Owner will not be allowed to have more than 6 non-family guests at the pool at any given time. The Host Owner is responsible for the safety of their guests as **there will be no lifeguard supplied by the Club.**

**3.5 Pets:** No pets are allowed in the Clubhouse, Patio and Pool areas at any time.

**3.6 Attire:** Proper swimming attire is required to be worn by all persons entering the pool. Cut-off trousers, sweatshirts, etc., are not permitted for use while swimming. Outside of the pool area, a robe or other appropriate covering for swimwear is required

anywhere on the Club grounds other than the Pool deck. No swimwear is allowed on the Main or Lower Levels of the Clubhouse except in the bathrooms.

**3.7 Footwear:** Shoes, slippers or other appropriate footwear must be worn in the Clubhouse and should be worn anywhere on the Club grounds or away from the pool deck.

**3.8 Behavior: NO DIVING,** splashing, running, shouting, pushing, shoving, or any similarly disturbing or dangerous behavior is permitted at any time.

- a. It is up to the Host Owner to supervise the behavior of their guests.
- b. Owners and Guests must be considerate of and behave in a manner that does not disturb others who are also using the swimming pool.
  - i. Radios and other sound devices may be operated in the Pool area provided earphones are used so as not to disturb another person in the pool area.
  - ii. With the limited number of lounge chairs, no single group should occupy more than 4 lounge chairs. Owners may bring their own chairs to the pool if their group requires more lounge chairs.
  - iii. Inflatables are permitted in the pool, but Owners and Guests must be cognizant of the size of the pool relative to the number of swimmers and refrain from taking up an inordinate amount of water space.

**3.9 Children:** Children must be toilet trained or wear special swim diapers. Standard diapers are not permitted in the pool proper. Owners and their guests may not use BRC trash receptacles, whether at the Pool or the Clubhouse, to dispose of soiled diapers. Instead, they must be disposed of at the Owner's property.

**All children under the age of 16 must be accompanied by an adult. (Illinois State Law)**

**3.10: Showering:** All persons entering the pool are expected to be freshly showered. Immediate transition to swimming from playing tennis or pickleball without showering is not permitted.

**3.11 Glass:** Drinking glasses, glass beverage containers, or any similar items are not permitted anywhere in the Pool Area.

**3.12 Eating, Smoking and Drinking:** No smoking is allowed on the deck or in the pool area. Eating must be confined to the upper-level patio area and not in the pool area. Drinking is allowed in both the patio and pool areas. Only plastic, paper or other non-fragile containers are to be used. Each individual is responsible for placing his/her personal debris in the proper containers.

**3.13 Weather Conditions:** No swimming is allowed when lightning is present.

## **SECTION 4**

### **Rules and Regulations for the Tennis, Pickleball and Bocce Courts (the “courts”)**

**4.1 Safety:** All BRC Owners, their family members and their guests are responsible for their own safety when using the Courts and must follow all rules in this section as well as those posted in and around the Court areas. Use of the tennis and pickleball courts is at each Owner and their guests' own risk. All players are asked to use good judgement regarding court conditions (wet/debris, surface blemishes) and weather conditions. Please note: There will be no play at any time when we are experiencing lightning conditions.

**4.2 Hours:** The Courts will be open for play during the following hours:

- Monday -Saturday: 8:00AM to 8:00PM
- Sunday: 9:00AM to 7:00PM

**4.3 Bocce Court:** The Bocce Court is available for open play at all times on a first come-first served basis. If a group has been playing bocce for more than one hour, that group must give up the court to any subsequent group that wishes to play at that time.

**4.4 Reservation Process for Tennis and Pickleball Courts:** There are three methods available to BRC Owners for play on a BRC tennis or pickleball court – Open Play, By Reservation, and Walk-on. The process for each of these methods and available court times are determined by the BRC Social Group and are updated annually. Please see

“The Burr Ridge Club Pickleball and Tennis Court Protocols” document on the BRC website for detailed instructions regarding the items outlined below:

- a. **Open Play** is designed to encourage group play. All BRC Owners may play during these sessions. There are no reservations required for Open Play. Open Play hours are determined by the BRC Social Group. Please see The Burr Ridge Club Pickleball and Tennis Court Protocols document on the BRC Website for this year’s Open Play Hours.
- b. **Walk On:** When a court is not reserved or being used for Open Play, it is available to Owners on a first-come basis.
  - i. Walk-on play has a maximum time limit of 1 hour. If an Owner arrives who has a reservation for court time, the Owner without a reservation must cede the court.
  - ii. If an Owner arrives who is also a walk-on, the first walk-on Owner’s play will be limited to one hour from the time play began. If a walk-on Owner is using both courts when another Owner comes to play, the first Owner must cede one court.
- c. **By Reservation:** When not being used for Open Play, courts can be reserved for play using the on-line reservation system described in The Burr Ridge Club Pickleball and Tennis Court Protocols document on the BRC Website. When making reservations, the following rules apply:
  - i. Only BRC Owners or members of their household may reserve courts.
  - ii. In keeping with our previous sign-up system, the on-line system will only allow you to reserve courts for the upcoming week. You cannot make reservations more than one week in advance.

- iii. Reservations may be made for a maximum of 90 minutes and each BRC household may make only one reservation per day.
- iv. Reservations can be made for either Court 1 (pickleball only) or Court 2 (used for both pickleball and tennis).
- v. A household can reserve both courts concurrently for up to a maximum of 1 hour per day.
- vi. Households are limited to no more than 3 reservations per week.
- vii. If an Owner reserves a court but fails to show up within 15 minutes of the start time, the court is forfeited to walk-on players.
- viii. Players may extend their court time if no one has reserved the court at that time and no one is waiting. Should an Owner come to the court after your extended play has begun, please limit the balance of your time to no more than 15 minutes.

d. **Special Events:** At certain times courts may be unavailable due to special events approved by the Board of Directors.

**4.5 Guests:** Guests must be accompanied by an Owner at all times. No person under the age of 16 shall play on the courts without adult supervision.

**4.6 Attire:** Appropriate and proper attire is required when using the Courts. Using the Courts while wearing cut-offs, bathing suits, sandals, barefoot, etc. will be allowed.

**4.7 Clean up:** Owners are responsible for cleaning up after themselves and leaving the court area free of trash. Owners must also make sure that any table(s) and chairs are put back in place and that umbrellas are left in the down position.

## SECTION 5

### **Rules and Regulations for the Common Areas of the BRC**



Consideration of others is the prime guidance watchword in all matters concerning the Common Area. The following are rules and regulations established in connection with the Common Areas:

**5.1 Owners' Pets:** No dogs, cats, or other household pets are permitted on the Community Area with the exception of the Ring Road and the common gravel area within the fifteen courts, provided the pet is on a leash. A dog outdoors on its Owner's Homesite must be on leash or closely attended. **Owner of said dog(s) must pick up all fecal waste and dispose of it properly. Dogs must be kept off of other Owners' homesites.**

**5.2 Speed Limit:** The Ring Road speed limit is 15MPH. For the safety of everybody, Owners and guests within the BRC are expected to observe the speed limit.

**5.3 Pond Safety:** For safety reasons, children must be supervised when playing near ponds. Swimming, ice-skating and fishing is not permitted on the ponds.

**5.3 Parking:** Owners and guests must only park in their own driveways, or in the areas immediately adjacent to their homes.

- a. Owners or guests must not park in the entranceway to the Courts. This is to allow easy access for first responders/emergency vehicles.
- b. Parking on the Ring Road overnight is prohibited.
- c. In the event that guests or family members wish to leave their vehicles overnight, said vehicles must be parked in the Owner's driveway only. Overflow parking is available 24/7 in the lot adjacent to the Clubhouse.

## SECTION 6

### Rules and Regulations for Changes in Architecture

Pursuant to Section 4.3 of The BRC Declaration of Trust (the "Trust"), the Board of Directors has the responsibility to review and, as appropriate, approve or reject all plans relating to desired exterior architectural projects at homes within the BRC. This includes any and all external changes such as the renovation of existing structures, new construction, and teardowns.

An Architectural Review Advisory Group has been established to assist the Directors in the execution of their duties. The Group is made up of 3 or more volunteer BRC Owners and is chaired by a Board member. The purpose of the group is to review all proposed project plans as submitted by an Owner or their agent or contractor. Upon review of said plans, the Architectural Review Advisory Group will advise the Board of Directors regarding their recommended approval or disapproval of the project in question. Decisions of the Architectural Review Advisory Group are to be made on a majority basis. However, the final authority on all issues shall lie with the Board of Directors, who shall, after consideration of the materials reviewed and presented by the Architectural Group make their own determination consistent with the Trust.

The Architectural Review Advisory Group has the initial responsibility to assure compliance by the applicant with all specific regulations in terms of presentation, application and, if approved, execution. The Architectural Review Advisory Group shall have the ability to engage professional advisors to assist in the understanding of the plans submitted and the potential impact on the BRC.

**6.1 Plan Submission:** Owners should submit plan documents to the Burr Ridge Club General Manager.

- a. The General Manager will share the plans with the Chair of the Architectural Review Advisory Group and they will determine, based on the complexity of the plans, whether to convene the entire group (in-person or virtually) or to simply review and approve/disapprove the plans when the project is of a small scale.
- b. The documentation required for the approval process will depend upon the scope of the project and its potential impact on neighboring homes. Owners may choose to present preliminary sketches for review prior to making a final submission. **All exterior changes are subject to majority Board approval, except for teardowns, which require unanimous Board approval.** Owners may be required to submit documentation as needed based on the nature of the project.

**6.2 Window Changes, Replacements, Additions, or Removals:** Owners shall submit drawings of each impacted elevation showing both existing and proposed windows. Window placement where none previously existed will require unanimous approval of the Board of Directors.

**6.3 Door Replacement:** Owners shall submit a picture or drawing of the proposed door as well as a picture or drawing of the impacted elevation with the existing door. The owner may also be asked to submit a drawing of the proposed elevation with the new door.

**6.4 Significant exterior design alterations and addition of dormers:** Owners shall submit detailed full-size architectural plans for all impacted elevations showing both the existing and proposed. A Plat of Survey is required for any proposed additions.

**6.5 Required Elements:** In general, all exterior architecture must conform to the Community Area structures and individual homes previously constructed in The Burr Ridge Club.

- a. Sloped or pitched roofs are required. Flat roofs are prohibited. Roofing materials are limited to natural slate and must match existing colors and patterns within the BRC.
- b. Cupolas are required elements.
  - i. Cupolas that have been displaced from their pedestals or have otherwise been removed must be replaced in a timely manner.
  - ii. Cupolas that are damaged or are in disrepair must be repaired in a timely manner.
  - iii. Cupolas must be topped with a weathervane that is the same style and materials that currently exist within the BRC.
- c. White stucco exterior walls with Oxford Brown trim are required.
- d. Paving bricks may be used as accent and must match those currently used within the BRC.
- e. All window sets must have white exterior casing.
- f. Windows sets that face the courts or the Ring Road must have muntin bars (grids). Any such window sets that do not currently have muntin

bars must be brought into compliance if and when said window sets for the entire elevation are replaced.

- g. Mailbox slots are required on garage exterior.
- h. C Garage doors must match existing designs. A maximum of three individual garage doors is allowed.
- i. Coach lamps are required and must match the existing BRC design. They must be connected to a photoelectric sensor to allow the lamps to turn on automatically as dusk and turn off at dawn.
- j. Accent colors are to be of the BRC- approved choices.
  - i. Front door, garage doors and shutters must be painted in the same color.
  - ii. Stained front doors are allowed but must be a dark brown
- k. Maximum house height may not exceed the height of the tallest home in the court.
- l. Floor Area Ratio (FAR) must be in keeping with other homes in the court and adjoining courts.

**6.7 Review Process:** Upon receipt of the project plans, the Architectural Review Advisory Group will convene, review the plans, and make recommendations to the Board of Directors for approval or denial.

- a. As stated in Section 4.5 of the Trust, the Board of Directors must provide a decision to the Owner with 45 days of receipt of the plans.
- b. Depending on the scope of the project, our architects and other professionals may be consulted at the expense of the owner. Prepayment for such expenditures may be requested.
- c. After the preliminary review, additional plans may be required, and additional review will be conducted in order to be granted approval.

The submission of any such additional plans or revisions will re-start the clock on the 45-day review timeline.

- d. The guiding principles for approval of changes or new construction will be the following:
  - i. Compatibility of the design with the already established character of the Burr Ridge Club and that of other structures within the club.
  - ii. The location of the home within its respective homesite, particularly as this relates to immediately adjacent homes.
  - iii. Access to the project area must not infringe upon any neighbor's property without express written consent by the neighbor. Access via common areas requires Board approval.

#### **6.8 Other Considerations:**

- a. It is recommended that when an Owner retains an architect, builder, and general contractor such professionals should be thoroughly familiar with the type of architectural styling and quality already established in the Club. As part of the review process, the Board of Directors may request information regarding the specifics of the architect, builder, and general contractor and other such professionals.
- b. Invisible pet fences must be limited to the Owner's property line; no common areas may be infringed upon. The General Manager must be consulted before work on these fences begins so he can identify any unmarked underground wires.
- c. Permanent structures such as fire pits, barbecues, and fireplaces are generally not permitted but will be considered on a case-by-case basis.

**6.9 Bonds:** To assure the timely and proper completion of plans submitted by Owners and approved by the Directors, the applying Owner or his/ her contractor may be asked to

provide a separate deposit or notice of a bond for projects in the amounts as follows:

- a. Exterior Renovation: \$2500
- b. Home Additions: \$10,000
- c. New Home Construction or Teardowns: \$50,000

**6.10 Completion Deadlines:** The completion deadline for all exterior projects is twelve (12) months. If a project extends longer than one year, the Board, at its discretion may levy penalties and act at the expense of the Owner to have the project completed, including drawing on the proceeds of the performance bond or deposit.

## **SECTION 7**

### **Rules and Regulations for Landscaping and Outdoor Lighting of Homesites**

Pursuant to the section 4.4 of The BRC Declaration of Trust, the Board of Directors has the responsibility to review and, as appropriate, approve or reject all plans relating to any and all desired landscaping projects at homesites within the BRC.

A Landscape Review Advisory Group has been established to assist the Directors in the execution of their duties. The Landscape Review Advisory Group is made up of 3 or more volunteer BRC Owners and is chaired by a Board member. The purpose of the group is to review all proposed landscape project plans as submitted by an Owner, their agent, or their landscape contractor. Upon review of said plans, the Landscape Review Advisory Group will advise the Board of Directors regarding their recommended approval or disapproval of the landscape project in question.

Decisions of the Landscape Review Advisory Group are to be made on a majority basis. However, the final authority on all issues shall lie with the Board of Directors, who shall, after consideration of the materials reviewed and presented by the Landscape Review Advisory Group make their own determination consistent with the Trust.

**7.1 Plan Submission:** All landscape plans must be submitted to the BRC General Manager. The General Manager will share the plans with the Chair of the Landscape

Review Advisory Group, and they will determine, based upon the complexity of the plans, whether to convene the entire group (in-person or virtually) or to simply approve the plans when the project is of a small scale.

**7.2 Required Elements:** All new landscaping must be compatible in degree and design with the existing character of the Burr Ridge Club. It was designed in the English country style, which is naturalistic and informal with curving lines. It features a mix of evergreens, deciduous trees and shrubs, perennials, and annuals. The plan must include the following:

- a. A complete list of plantings and hardscape materials.
- b. Exact measurements and dimensions including elevations of hardscape (patios, decks, walls, or paths) are to be specified.
- c. Walls may be no higher than 24 inches. They must be capped with bluestone and may be constructed of brick (to match the color of bricks already on homes within the BRC), granite boulders, dark stained timbers, or flagstone.
- d. Patios or flat surfaces are to be constructed with natural or natural-looking materials such as granite, bluestone, sandstone, flagstone, or bricks resembling those on homes within the Club.
- e. If changes are made to the terrain, the property should be contoured or rolling. All storm run-off within the homesite must be carried toward previously engineered swales and retention areas or system sewers.
- f. No in ground topiary is permitted.
- g. All lawn areas are to be sodded.
- h. Prior written approval is required before ANY existing trees, shrubs, or hedges can be removed. Detailed plans must be submitted for replacement or changes.

**7.3 Review Process:** Once convened, The Landscape Review Advisory Group will thoroughly review the plans and make recommendations to the Board of Directors.

- a. As stated in section 4.5 of the Trust, the Board of Directors will have 45 days from the time that the plan is submitted in which to respond to the Owner regarding approval or disapproval of the plan.
- b. If revisions to the plan are necessary, the submission of said revisions will re-start the 45-day review period.

#### **7.4 Other Considerations:**

- a. If a tree or shrub on an Owner's private property is deemed by the Board to be diseased or hazardous in any way, the Board may require that Owner to remove that tree or shrub by way of written notice.
  - i. If the Owner fails to remove said tree or shrub within 30 days of written notice requiring him to do so, the Club may remove it and charge the Owner for that removal.
  - ii. Replacement of that tree, if necessary or desirable, will be at the expense of the Owner.
- b. Screening:
  - i. All views between the windows of individual homes are to be effectively screened with plantings.
  - ii. Air conditioners and utility boxes/meters are to be screened from the views of adjoining properties with natural plantings.
  - iii. Open vistas of the pond and other areas should not be screened from neighbors.
- c. No plantings may be made to define homesite boundaries.
- d. No plantings may block or limit access for machinery used by the ground crew. If any such barrier or any tree, shrub, or structure blocks access or if any construction causes damage to Club property, the Club will remove the problem or repair the damage at the Directors' discretion and at the Owners' expense.



- e. No changes may be made to the gravel driveways already established and maintained in the club.
- f. Outdoor structures such as above ground or in ground pools, sports facilities, hot tubs, gazebos, pergolas, fences, and tall statuary are not permitted. Freestanding permanent fireplaces and chimneys are prohibited. Wood burning fire pits are not permitted, but gas-fueled, non-permanent firepits are allowed.
- g. Only non-permanent outdoor gas- or charcoal-fired grills and accessories/fixtures are allowed. Permanent outdoor kitchens are prohibited.
- h. Trellises attached to houses must be painted white to match the stucco or brown to match the trim on houses.
- i. No plantings or hardscape may be placed within a common area without express written permission of the Board of Directors.
  - i. If approved by the Board, an Owner may have plantings placed within a common area that is adjacent to their property. All plant material used must be approved by the Board of Directors subsequent to review by the Landscape Review Advisory Group.
  - ii. The Owner is responsible for the purchase of any said plantings. Approved plantings will be maintained by the BRC.

**7.5 Regulations for Landscape Lighting:** Prior to installing or changing any and all landscape lighting, a complete landscape lighting plan must be submitted to the Landscape Review Advisory Group following the same process and timeline as described in Sections 7.1 and 7.3 above. The plan must include the following:

- a. A full description of the fixtures to include the type and style of fixture, wattage, and lumens, and the type and wattage of bulbs/lights to be used.
- b. The color tone of the lights/bulbs (neutral or warm only and 3000 Kelvin).

- c. An illustration of the placement of fixtures and exact direction of light and illumination radiuses; including any use of shielding for direction.
- d. Fixture placement should be within the Owner's lot line. No lighting originating outside the property line or illuminating outside the property line will be approved. Therefore, property lines should be included on the plan.
- e. No lighting may be installed on trees on community property. Projected lighting should be contained to the owner's property and not create a glare source for neighbors.
- f. While working with a lighting landscape contractor, Owners are advised that they should be very considerate of the effect lighting will have on their neighbors.
- g. Permanent Bistro strung lights are not allowed. Bistro lighting may be strung temporarily for occasional/seasonal events.
- h. Landscape lighting should be set on a timer, turning lights off at 11:00PM CST. Lights may be kept on later for occasional events.
- i. Because the houses are already lit with lanterns/coach lighting and front porch lights, no lighting directed to illuminate the Owner's home will be allowed.

**7.6 Bonds:** An Owner who submits plans for major changes to landscaping may be asked to post a bond, varying between \$500 and \$2500 depending on scope, which will be returned as soon as the project is finished.

**7.7 Completion Deadline:** All work must be completed within 6 months of approval. An owner who submits landscape plans in connection with a home construction or remodel plan, may have one year from the date of commencement of the construction project in which to complete the landscape portion of that project.

## **SECTION 8**

### **Rules and Regulations for Contractors and Other Outside Workers:**

This Section will apply to all architectural (Section 6) and landscaping (Section 7) projects, as well as any outside worker with whom a BRC Owner has engaged to perform work at their home or homesite.

**8.1 Construction and Landscape Work** is limited to 6 days a week (Monday through Saturday) and will not start earlier than 7:30AM and will end by 6:00PM. Construction and landscape work is not permitted on these holidays: Jan 1<sup>st</sup>, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas. Parking of construction vehicles or trailers overnight on the property is not permitted.

**8.2 Certificates of Insurance** must be submitted by all landscape and construction subcontractors to the General Contractor or Builder and must be made available to the General Manager and Board of Directors.

**8.3 Names of All Subcontractors** must be submitted to the General Manager for entry passes to be issued.

**8.4 Bathrooms:** The Owner should make every effort to make bathroom facilities available to their workers. If necessary, outside latrines (port-a-potties) are to be placed in the least conspicuous place. The General Manager must approve location. Once indoor facilities are available, all outside latrines (port-a-potties) must be removed from the premises.

**8.5 Dumpsters:** A maximum of a 30 cubic yard disposal container may be used. Disposal containers initially will be allowed for two weeks and then must not remain for more than 48 hours within a 7-day period.

**8.6 Construction Traffic** should always enter the ring road utilizing the most direct route to/from the construction site. All construction traffic must adhere to the 15mph BRC speed limit.

**8.7 Limit of Construction Vehicles Allowed in the Court:** No more than two construction vehicles may be in a courtyard at one time. Additional vehicles are to be parked in an appropriate spot on the ring road. Parking is limited to one side of the ring road during construction as determined by the General Manager.

**8.8 Roadway and Site Must Be Cleaned Daily.** If any Builder is deficient in performance of this requirement, the General Manager, after giving warning to Contractor or his agent(s), will take corrective action and the cost of corrective action will be charged to the Owner. Damage to roadways, curbs, landscaping, etc. will be

repaired at the Owner's expense. Such expenses if not paid on a timely basis, shall be included in the billing for assessments and subject to the provisions regarding assessments. If the contractor routinely and on a continual basis fails to maintain and clean the site, upon notice to the Owner, the contractor may be barred from accessing the Club property until the issue is resolved.

**8.9 Local Ordinances and Requirements:** All Village of Burr Ridge ordinances and requirements must be followed. The Burr Ridge Club takes no responsibility for the Owner's compliance with such ordinances and requirements. If requested by the General Manager, the Owner or their Contractor will provide evidence of the required village approvals.

**8.10 BRC Owner Responsibility:** While initial efforts to seek compliance with these rules and procedures will be sought through the contractors, it is acknowledged that the Owner is ultimately responsible for ensuring compliance and satisfying any financial obligation established through this approval and construction process.

## **SECTION 9**

### **Rules and Regulations for Real Estate and Other Activities**

#### **9.1 Real Estate Activities**

- a. Real estate "Open Houses" are not permitted within the Burr Ridge Club. All showings of BRC homes that are for sale will be done by appointment only.
- b. No real estate signage is permitted within the Burr Ridge Club or in the area just outside the club.

#### **9.2 Other Activities**

- a. Private Sales Activities: Garage sales, estate sales, or any other such activities that requires multiple non-Owners to have access to the BRC are not permitted.
- b. Lawn signs: No lawn signage of any type is allowed within the Burr Ridge Club or in the area just outside the club.

## **SECTION 10**

### **Schedule of Fines:**

As contained in Section 8.3 of the Burr Ridge Club Declaration of Trust, the Board of Directors may sanction Owners who violate any club rules, or for violation of specific sections of the Declaration of Trust. Such sanctions may take the form of fines of not less than \$100/per occurrence and/or loss of privileges to use the Club facilities. Examples of such violations and the associated sanctions are:

- a. Late payment of assessment: \$100.00/month/invoice
- b. Failure of new Owner to occupy their BRC residence within 12 months of the closing date: \$1000.00/month (or fraction thereof)
- c. Guests at the Swimming Pool without the presence of a Host Owner: \$100.00 fine and possible loss of privileges, as determined by the Board of Directors.