

**NEWBURY ESTATES HOMEOWNERS ASSOCIATION
MATTESON, IL 60443
ARCHITECTURAL IMPROVEMENT CHECKLIST**

In addition, to the Architectural Improvement Application ("AIA"), please insure the below items are submitted with the AIA Form and fee to:

Community Management Solutions, Inc.
c/o Newbury Estates of Matteson at
info@communitymanagementsolutionsinc.com
815-464-8408

PLEASE NOTE: The below list is an example of exterior improvements. If your project is not listed, please email Management for clarification.

AWNING, CANOPY (Attached to home)

- Contractor Certificate Of Insurance (COI) listing you as the Certificate Holder
- Plat of Survey with diagram and specifications
- Photographs

EXTERIOR LIGHTS, ENTRY/GARAGE DOORS

- Contractor Certificate Of Insurance (COI) listing you as the Certificate Holder (if applicable)
- Photo(s) of lights and/or doors

FENCE

- Contractor Certificate Of Insurance (COI) listing you as the Certificate Holder
- J.U.L.I.E Dig Number*
- Plat of Survey with diagram and specifications
- Photo(s) of fence

HARDSCAPING, PATIO, PERGOLA, SHED AND/OR OTHER OUTDOOR STRUCTURE

- Contractor Certificate Of Insurance (COI) listing you as the Certificate Holder
- J.U.L.I.E Dig Number*
- Plat of Survey with diagram and specifications
- Photographs patio (if not concrete)/hardscaping

LANDSCAPING (SHRUBS, FLOWERS, GARDENS, TREES ETC)

- Contractor Certificate Of Insurance (COI) listing you as the Certificate Holder
- J.U.L.I.E Dig Number* (not required for raised gardens)
- Plat of Survey with diagram and specifications
- Photo(s) of design

POOL AND/OR DECK

- Contractor Certificate Of Insurance (COI) listing you as the Certificate Holder
- J.U.L.I.E Dig Number*
- Plat of Survey with diagram and specifications
- Photographs

ROOF

- Contractor Certificate Of Insurance (COI) listing you as the Certificate Holder

SOLAR PANELS

- Contractor Certificate Of Insurance (COI) listing you as the Certificate Holder
- Contract including entire scope of project with diagram, specifications and photographs

WINDOWS

- Contractor Certificate Of Insurance (COI) listing you as the Certificate Holder
- Photographs

*** Architectural Control Committee will verify dig # by contacting J.U.L.I.E.**

REMINDER: Yard signs advertising contractors are prohibited.

**NEWBURY ESTATES HOMEOWNER ASSOCIATION
MATTESON, IL 60443
ARCHITECTURAL IMPROVEMENT APPLICATION**

NAME: _____ DATE: _____

ADDRESS: _____ PHONE: _____

NATURE OF IMPROVEMENT: _____

MANUFACTURER COLOR: _____ STYLE: _____

LOCATION: _____ DIMENSIONS: _____

CONSTRUCTION MATERIAL: _____

SUPPLIER/CONTRACTOR: _____

APPROXIMATE COST: _____ J.U.L.I.E. DIG# _____

Plans and specifications of all improvements must be submitted and attached to the application to show location and dimensions. Said plans and specifications shall include a copy of the plat showing the exact location of the improvement on the Homeowner's Lot, if applicable. **You must receive Board Approval via the signed NE Architectural Improvement Application BEFORE the Permit is obtained from the Village and a copy of the Board approved Application should be forwarded to the Village of Matteson with your request for a Permit.** IT IS IMPERATIVE that you contact the Village of Matteson Building Department at 4900 Village Commons Drive or 708.283.4900 to request a Permit. Please forward a copy of the Permit to Community Management Solutions, Inc., at info@communitymanagementsolutionsinc.com, upon receipt, for the Association files/records.

A copy of the contractor's Certificate of Liability Insurance, "COI" must accompany this application.

IT IS IMPERATIVE THAT YOU OR YOUR CONTRACTOR CONTACT J.U.L.I.E. (for marking underground facilities) @ 1-800-892-0123 prior to the start of construction, if applicable. Illinois state law requires that anyone planning an outdoor project that requires digging, regardless of the depth or the size of the project, must call J.U.L.I.E first.

I/We, the undersigned, do hereby acknowledge that we understand the rule concerning the proposed improvement. We agree to abide by the Rules and Regulations as set forth by the Newbury Estates Homeowner Association Board of Directors and will be solely liable for upkeep maintenance on this improvement.

SIGNATURE: _____ DATE: _____
NEWBURY ESTATES HOA OWNER(S)

FOR OFFICE USE ONLY:

DATE APPLICATION RECEIVED		INSPECTED DATE	
RECEIVED BY		INSPECTION BY	
APPROVAL DATE		REASON FOR DISAPPROVAL	
APPROVED BY			