



## Before you hire, buy, or build

Use this checklist to prepare a project request. It summarizes the records currently loaded in the Churchill HOA Guide; it does not replace the governing documents, written Association approval, a plat of survey, or Village requirements.

### Five steps

|   |                                                                                                                                                                                         |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Define the project<br>Write a short description and identify the proposed location, dimensions, materials, colors, and contractor.                                                      |
| 2 | Gather the application package<br>Include the HOA/ARC request form, material samples or contractor proposal, photographs, and a copy of the plat with the change drawn in.              |
| 3 | Check the controlling rule<br>Use the source page shown by the guide. For fences, confirm the property parcel and lot. If a newer linked resolution is not loaded, verify it in TownSq. |
| 4 | Submit and wait<br>Send the complete package through the Association's official channel. Do not begin work or purchase non-returnable materials until written approval is received.     |
| 5 | Confirm Village requirements<br>HOA approval and a Village permit are separate. Use the Village's current residential permit page and follow any inspection requirements.               |

### Project quick reference

| PROJECT                             | CURRENT GUIDE STATUS                   | BEFORE SUBMITTING                                                                               |
|-------------------------------------|----------------------------------------|-------------------------------------------------------------------------------------------------|
| Fence                               | Parcel- and lot-specific rule loaded   | Address match, fence style/height, plat, materials; HOA/ARC and Village approval                |
| Solar                               | 8th Amendment loaded                   | Application, permits, plan details, professional installation information                       |
| Exterior / landscaping              | General approval process loaded        | Materials or contractor proposal, photos, plat markup, applicable Village permit                |
| In-ground pool                      | 2020 TownSq resolution verified        | Vendor plans, marked survey, permits, code certification, insurance; HOA and Village approval   |
| Hot tub                             | Not addressed by the pool resolution   | Ask management for the controlling HOA rule; confirm Village permit and safety requirements     |
| Shed / storage                      | 2007 rule loaded; sheds prohibited     | Do not purchase until the Association confirms the controlling rule; check Village requirements |
| Deck / patio / pergola / EV charger | Project-specific rule not fully loaded | Use the general approval process and verify both Association and Village requirements           |

Association records and submission  
Open Churchill documents in TownSq

Village permits  
Open Oswego residential permit applications

### Your project

|                                                               |                                                    |
|---------------------------------------------------------------|----------------------------------------------------|
| Project _____                                                 | Date _____                                         |
| Property address _____                                        | Parcel / lot _____                                 |
| <input type="checkbox"/> HOA/ARC request submitted            | <input type="checkbox"/> Written approval received |
| <input type="checkbox"/> Village permit confirmed / submitted | <input type="checkbox"/> Final documents saved     |
| Notes<br>_____<br>_____                                       |                                                    |

Sources used here: Churchill Rules & Regulations (2007), pp. 1 and 3-4; 8th Amendment (2024); Swimming Pool Rules Resolution (2020), pp. 1-3. Confirm current forms, review timelines, and permit requirements directly with the Association and Village.