

The Silverstone Unit 4 Condominium Association

Effective

June 2, 2005

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**This Manual is in addition to and
supplements the covenants of the
The Silverstone Unit 4 Condominium Association**

Chapter 1

Administration

Section:

1. General. The Association is a not-for-profit corporation of 384 unit owners. Each unit votes by percentage of ownership, which may be cast from time to time on certain issues. One of those issues is the election of five (5) Owners to serve on the Board of Directors. Voting is non-cumulative.
2. Board of Directors. The Board of Directors of the Association is comprised of five (5) elected Owners. Terms are two (2) years. The Board of Directors administers the functions of the Association.
3. Board Meetings. The Board meets at periodic intervals. The exact date, location and time of the Board Meeting shall be published. There shall be not less than four (4) board meetings per year.
4. Annual Meeting. Each year, in the month of March the Owners meet to elect or re-elect Board Members to fill the expiring terms. Notices will be sent to all Owners.
5. Management. The Board of Directors, pursuant to its powers, has retained the services of professional Management. Owners should contact Management on all administration matters. Maintenance matters are handled by the Maintenance Committee.
6. Members. Membership in the Association shall include every person or entity who owns fee simple title in any Unit including contract sellers, beneficiaries of trusts holding legal title, and the Declarant while still holding title to any Unit.

Chapter 2

Advertising

Section:

1. Signs. No advertising signs or billboards shall be erected, placed or permitted to remain on the Property except as follows:
 - A. One "For Sale" or "For Rent" sign of not more 24" x 30" may be placed on the inside of the front window only.
 - B. All "For Sale" or "For Rent" signs must be removed within 24 hours after the conclusion of the sale or lease.
 - C. Garage sales shall only be conducted by the Association at such times as the Board shall determine.
 - D. Political Signs. One reasonably sized political sign may be placed in the front window only, provided it is displayed no longer than two (2) weeks before and one (1) week after any scheduled public election date.
2. Soliciting. No soliciting is permitted on the Property without prior written consent of the Board of Directors.
3. Newsletter. If a newsletter is published, advertisement may be allowed at rates to be set as the Board of Directors authorizes.

Chapter 3

Appearance Rules

Section:

1. Administrative Procedures. Owners requesting approval for appearance modifications, whether they are landscape or structural, must fill out in duplicate an "Appearance Change or Improvement" form depending upon the nature of the request and submit it to management. The application will be considered by the Board and you will be notified of its decision. For your convenience, application forms are made a part of this manual. (See attachment No. 1) Depending on the nature of the modification, building permits may be required from the Village of Carpentersville. Please be advised that it is the responsibility of the individual Owner to obtain such permits. **In addition, no permanent structure can be placed over an existing utility easement, nor shall any modification be placed in any swale to cause interference with drainage. Contact J.U.L.I.E. (1-800-892-0123) to locate utility lines before commencing work.**

Any changes/additions to the exterior of a Unit or structural changes to the interior of a Unit, must be submitted to the Association with a detailed working drawing to 1/4" scale, including a full description of the materials and colors before installation. No work may commence without the approval of the Association. The Board of Directors has the authority to remove any violation(s) that have not been corrected after notification to the Owner by the Association. Any cost associated with the removal of the violation(s) will be billed to the Owner.

2. Antennas/Satellite. No radio or television receiving or transmitting antenna or external apparatus shall be installed on the exterior of any building or on the exterior premises without the prior written consent of the Board; normal radio and television installations wholly within a building are acceptable. Satellite dishes must be installed in compliance with Association safety regulations, and state and federal law. Notwithstanding the aforementioned, no approval is required for installation of satellite dish not exceeding one (1) meter in diameter and mounted within the vertical and horizontal planes of your patio, front stoop or balcony, if any.

3. Attic Fans. Attic fans are permitted subject to prior Association approval. All attic fans shall be installed by experienced, licensed, insured and reputable contractors.

4. Landscaping. No landscaping modifications shall be made without prior written consent of the Association.

5. Storm Doors. Storm doors may be installed subject to Association standards. All storm doors shall be full view style with white frames. (See attachment No. 2)

6. Awnings. Awnings are prohibited.

7. Barbecue Grills.

A. Grills. Only L.P. gas grills are permitted.

B. Grilling. Grilling shall only be permitted at least ten (10) feet away from any building structure. All grills shall be stored out of sight in the garage or on the patio once the grill has safely cooled.

8. Gazebos, Etc. Gazebos, hot tubs, saunas, overhead structures, awnings, shutters, dog houses, or screened-in structures are prohibited.

9. Unit Decorations. No lawn, patio, door, or stoop ornaments are allowed. Holiday wreaths, lighting, etc. are permitted, however, they must not be in place more than four (4) weeks before and removed within four (4) weeks after the official holiday. All such artifacts shall be confined to the patio balcony and/or shrub bed adjacent to the unit.

10. Basketball Equipment. Temporary or permanently installed basketball apparatus is prohibited.

11. Portable Sporting/Recreational Equipment. Other portable sporting equipment and childrens' recreational items are permitted provided they are removed and stored out of sight after use each day.

12. Flags. Flag brackets are permitted on Units. Vertical flag poles are prohibited. Flags shall not exceed five (5) square feet.

13. Exterior Light Fixtures.

A. Replacement fixtures shall match existing.

B. Only white or yellow light bulbs are permitted in front and rear fixtures.

C. Holiday colored light bulbs are permitted in fixtures in accordance with holiday decoration regulations.

D. No additional light fixtures are allowed.

14. Garden Hoses. All garden hoses shall be coiled and stored flush against the exterior surface of the Unit out of view adjacent to sill cock or in garage.

Chapter 4

Assessment Policy

Section:

1. General. The Association is funded by dues paid by each member. The dues are to be paid by the first of each month. Payment should be made by sending in your check payable to The Silverstone Unit 4 Condominium Association. Please use the payment cards and envelopes provided at your closing. If you did not receive them, call management. You will not be billed for your monthly assessment.
2. Delinquency. Any assessment not paid by the first of each month.
3. Late Charge. A late charge of \$25.00 shall be charged if payment is not received on or before the fifteenth of each month.
4. Legal Proceedings. The Association reserves the right to initiate legal proceedings against any Owner who is delinquent. All court costs and attorney fees will be added to the arrearage of the Owner.
5. Rule Violations. Any penalties levied by the Board for Association rule violations not paid within fifteen days of the notification of Board's decision shall be deemed delinquent and subject to the above assessment enforcement procedures and provisions of the Declaration.
6. Special Assessments. From time to time, the Association may levy a special assessment. All the above assessment procedures apply to special assessments.

Chapter 5

Enforcement of Rules

Section:

1. **Declaration Provisions.** The Declarant, the Association, or any Owner, shall have the right to enforce, by any proceeding at law or equity, all restrictions, conditions, covenants, liens and charges now or hereafter imposed by the provisions of the Declaration, By-Laws, and Rules. Failure by the Association or by any Owner to enforce any Covenant, Restriction, By-Law or Rule contained therein shall in no event be deemed a waiver of the right to do so thereafter.
2. **Fine System.** Violation of any Covenant, Condition, Restriction of the Declarations, By-Laws, or Rules shall be subject to a penalty not exceeding \$1,000 per violation and revocation of privileges until said penalty is paid and the violation corrected.
3. **Procedural Rules.** No penalty shall be assessed unless a hearing is held in accordance with the following procedural rules.
 - A. **Time Limitations.** Complaints must be filed within 35 days of violation. (See attachment 3).
 - B. **Hearing Body.** The Board of Directors shall hear all complaints.
 - C. **Continuances.** Continuances shall be granted for cause, except each side shall be allowed one continuance without showing cause.
 1. Cause is defined as:
 - i. Party or witness out of town.
 - ii. Party or witness is ill.
 - iii. Death in family of party or witness.
 2. Requests for continuances must be communicated to the Board of Directors or management within a reasonable time before said hearing date.
 - D. **Burden of Proof.**
 1. Violation - unanimous Board decision required, where a quorum is present.
 2. Penalty - majority Board decision required, where a quorum is present.
 - E. **Enforcement.**
 1. Lien.
 2. Legal proceedings.
 3. Self Help. Notwithstanding anything to the contrary, the Association may physically take action to remove architectural or appearance violations, etc. if the Owner has failed to do so within the time granted by the Association. All costs related to said Association action shall be back charged to the Owner and shall be added to any penalties already assessed and shall be subject to the enforcement provisions stated in these rules.
 - F. **Definitions.**
 1. Decision - Any decision of the Board is final.
 2. Consolidation - Where two or more complaints are filed against an Owner for the same claimed violation before a decision of the Board is rendered, they will be heard at the same time and the decision of the Board will be considered as one violation.

G. Complaints.

1. Owners may file complaints.
2. Board Members may file complaints, but not take part in the decision.
3. Committee members may file complaints.
4. Management may file complaints.

H. Notice. The complaint shall be delivered by personal service or by mail to the alleged violator's address a reasonable time before the hearing date.

I. Penalties. The Board may assess a fine for violation of any Association rule or provision in the Declaration or By-Laws. Notwithstanding, the assessment of a fine shall not limit the Association from pursuing any other legal remedy in law or equity.

J. Inconsistencies. All penalties or parts of penalties inconsistent with the Declarations or By-Laws are hereby repealed.

Chapter 6

Garbage Collection

Section:

1. All trash shall be placed in heavy duty plastic bags sealed at the top and deposited in the dumpsters. Items that do not fit in such bags must be neatly stacked and secured and placed in dumpsters
2. Placing garbage on a balcony or front stoop, or anywhere other than in a dumpster is prohibited.
3. Regular collection is performed by Waste Management, Mondays, Wednesdays and Fridays. If you have very large items, you may need a special pick-up. Call the maintenance hotline at 800/901-9196. Any additional costs in removing said items may be back charged to the Unit Owner.

Chapter 7

Insurance

Section:

1. Units. The Association presently maintains a policy or policies of insurance covering the Units (not including the contents, alterations and additions to the Unit and personal property stored elsewhere on the Property or in the Unit), subject to casualty contained in an "all risk" form insurance policy in an amount equal to 100% of the insurable replacement cost thereof, without depreciation and with an agreed amount endorsement. Owners are responsible for deductibles and any flood insurance as may be required by mortgagees.

2. Owners Insurance. Each Owner shall maintain at his own expense such insurance coverage as he may desire. Contact your own insurance agent or broker. The type of insurance policy that seems to fit best is called an H.O. 6 type policy. This type of policy generally provides property insurance for your contents, and liability insurance for your negligent acts. Be sure to request an endorsement for additions and betterments to your Unit or Limited Common Elements. Further, Owners should include some structural coverage, since the Association does not pay the deductible on losses.

4. Common Elements. The Association provides insurance on the Common Elements in the form of:

- A. Property coverage
- B. Comprehensive general liability coverage
- C. Directors and Officers Liability coverage
- D. Workers compensation coverage
- E. Fidelity coverage

Chapter 8 - Limitations, Use and Occupancy Restrictions

Section:

1. Animals.

- A. No animals, livestock, or poultry of any kind shall be raised, bred, or kept on any lot except for dogs and cats and other animals defined by custom and practice to be household pets in the Chicagoland area. No more than two (2) total pets shall be kept in a Unit, and not more than one (1) dog shall be kept in a Unit.
- B. All pet owners are responsible for immediately cleaning up after their pets in the Units and on the Common Elements. Pet owners shall not leave pets outside on leash to relieve themselves. All pet owners shall comply with all Village ordinances pertaining to pets. Waste containers for pets shall not be placed on the exterior premises, unless hidden from view.
- C. All pets must be kept on a leash when not within a Unit.
- D. All animals must be attended to at all times when not inside a Unit. Attended means within the visual or audible control of the Owner or his guests.
- E. Any pet causing or creating a nuisance or unreasonable disturbance may be permanently removed from the Premises upon three (3) days written notice from the Board to the Owner of the Unit containing such pet and the decision of the Board shall be final.

2. Nuisances. No nuisances shall be permitted. Nuisances shall be defined as any activity which unreasonably disturbs the peaceful enjoyment of the Units or Common Elements; or affects the health or safety or welfare of the residents, or Owners or Property, or detracts or threatens to detract from the property values of the Units or Common Elements, including violation of posted speed limit signs.

3. Commercial Activities. No commercial activities of any kind, unless otherwise provided by the Declarations, By-Laws, or Rules, shall be conducted in any Unit or on the Property by Owners or occupants. Notwithstanding the aforementioned, home offices will be permitted, provided however, they create no traffic congestion and/or exhibit no advertising or other visible devices.

4. Easements. No structure, planting or other material shall be placed or permitted to remain which may damage or interfere with the installation and maintenance of utilities or which may change the direction in the flow of drainage, or obstruct or retard the flow of water through drainage channels.

5. Auto Repairs. Vehicle repairs of any kind are prohibited on the premises, unless within a free standing garage with the door closed. Further, no vehicle shall be left unattended on any type of jack, lifts or blocks.

6. Lawn Furniture. Lawn furniture, when not in use, shall not be left out on the Common Elements.

7. Laundry/Clotheslines. No laundry and/or clotheslines shall be placed on the exterior of any Unit, Limited Common Elements or on the Common Elements.

8. Recreational Vehicles. The use on the Common Elements of recreational vehicles, including but not limited to, snow mobiles, mini-bikes and go-carts, is prohibited.

9. Storage Sheds/Doghouses. Storage sheds and/or doghouses or dog runs are prohibited on the exterior of a Unit.

10. Prohibited Use. Nothing shall be done or kept in any Unit or on the Common Elements serving the Units which will increase the Association rate of insurance without the prior written consent of the Association. No Unit Owner shall permit anything to be done or kept in his Unit or on the Common Elements which will result in the cancellation of Association insurance, or which would be in violation of any law. No waste shall be committed on the Common Elements or in the Units.

11. Toys/Equipment. Toys, kiddie pools, strollers, etc. shall not be left on the Common Elements when not in use, and must be stored out of sight.

12. Garage Coach Lights. **Said lights shall be maintained on sensor mode so as to provide light at dusk and automatically turn off at sunrise. (Electric is not billed to unit owners.)**

13. Storage Pods. Storage pods placed on the Property are prohibited.

Chapter 9

Maintenance

Section:

1. Definitions.

- A. Common Elements shall mean all portions of the Property except the Units.
- B. Unit. A part of the Property including a dwelling of one or more rooms, occupying one or more floors or a part or parts thereof, designed and intended for a one-family dwelling, or such other uses permitted by the Declaration.

2. Common Elements. The Association shall maintain, repair, and replace the Common Elements.

3. Landscaping. The Association shall maintain and replace all landscaping on the Common Elements. The Association shall maintain and replace all original landscaping installed by the Developer on the Property. Any additions to landscaping added by Owner shall be the maintenance responsibility of the Owner.

Should any original landscaping die, it shall be the duty of the Owner to notify the Association so an inspection can be performed to determine the cause of death and the species of plant involved. Under no circumstances shall the plant be removed until the Association shall have made an inspection. Removal before the inspection may, within the discretion of the Association, be deemed forfeiture by the Owner of the right to replacement at no charge.

4. Units. The Association is responsible for maintenance, repair and replacement of the exterior of a Unit, except as otherwise provided.

5. Owners Responsibility. Owners are responsible for maintaining all doors (including garage doors) and windows, except for painting as the Board shall deem beneficial and convenient. Further, Owners are responsible for the maintenance, repair and replacement of all architectural modifications. In addition, Owners are responsible for maintaining all their appliances, heating and air conditioner fixtures, sump pumps, if any, and at the discretion of the Board of Directors, Limited Common Elements.

The Silverstone Unit 4 Condominium Association

The following is a quick index to determine maintenance responsibility:

Item:	Association	Owner
Siding/brick/tuckpointing	X	
Fascia/soffit/trim	X	
Roofs/gutter/downspout	X	
Windows and glass		X
Storm window, if any		X
Garage exterior	X	
Garage interior		X
Garage overhead door: Section		X
Springs/cable		X
Operator/locks		X
Front entrance door:		
Door		X
Lock, knob, hinges		X
Jamb, threshold		X
Weather-stripping		X
Sliding glass door:		
Glass		X
Frame & sill; sill filler		X
Lock & latches		X
Storm Door		X
Cement walks/stoops/steps	X	
Patio/deck (original)	X	
Balcony	X	
Driveway	X	
Guest and designated parking areas	X	
Foundation walls and footings	X	
Foundation floor		X
Coach lights	X	
Address numbers (original)	X	
Mailboxes	X	
Interior surfaces		X
Lawns	X	
Shrubs/trees (original)	X	
Watering	X	
Retaining walls	X	
Parking lots and non-dedicated streets	X	
Community fences	X	
Window wells, if any		X
Sill cocks (However, association will reimburse owner)		X
Exterior Painting	X	
Soil erosion of common elements	X	
Air conditioner & pad & piping		X
Chimney screens (original)	X	
Exhaust or dryer exterior vents	X	
Ice dams	X	
Attics		X
Owner improvements		X
Consequential interior damage due to leaks or other causes		X
Exterior components damaged as a result of Owner repairs or other conduct		X
Utility lines & pipes serving one unit		X
Wetlands	X	
Entry signs	X	
Sump pumps, if any		X
Street light bulb	X	

Chapter 10

Parking

Section:

1. Declaration Provisions. The parking spaces shall be used for parking operable automobiles, motorcycles and other motor vehicles and for no other purposes, subject to such reasonable rules and regulations as may be adopted by the Board. Campers, trailers, vans, pick-up trailers, recreational vehicles, and other types of non-passenger vehicles and accessories (but not including non-business use "mini-vans"), including boats and snowmobiles, shall be stored in garages only with the door completely closed. The Board may authorize such vehicles and items parked in violation of this provision to be towed away and any such towing charge shall become a lien on the Owner.
2. Assigned Parking. All numbered parking spaces are assigned to the respective Unit, and are reserved exclusively for that Unit. Any vehicle wrongfully parked in an assigned space shall be subject to towing at the vehicle owner's expense.
3. Parking Regulations. All owners and residents shall comply with all Village ordinances and State laws and all posted or marked traffic signs or symbols, as well as, all notices distributed by the Association via the newsletter or otherwise.
4. Obstruction/Interference. Parking any vehicle that obstructs or interferes with the rightful or legal use or access of a designated parking space, garage door, guest parking area, dumpster coral or other area of the Common Elements is prohibited.
5. Heavy Vehicles. Vehicles with a weight in excess of 6500 lbs. are prohibited from parking or being stored in the complex.
6. Sustained Parking. No Owner or his family member, guest or invitee shall park any vehicle within the Parking Areas on a permanent, semi-permanent, or sustained basis. Any such vehicle parked in the Owner's garage or designated parking space or parking in Guest Parking Areas for only 24 consecutive hours shall not be defined as parking on a sustained basis.
7. Special Vehicles. No buses, trucks (other than so called trucks commonly used in lieu of personal automobiles) limousines, boats, trailers, or recreational vehicles, jet skis, wave runners or disabled vehicles, etc. shall be parked or stored on the Property, including any exterior Parking Areas, unless within a garage with the overhead door completely closed.
8. Mailboxes. Parking in front of mailboxes is prohibited.
9. Parking over sidewalk is prohibited.

10. Village Ordinances. No vehicle shall be parked on Silverstone Dr. between 2:00 a.m. - 6:00 a.m., or upon an accumulation of 2" or more of snow.

11. Parking Tags/Stickers. The following procedure shall apply. Violators will be towed at vehicle Owner's expense:

- a) Each Unit shall be granted one (1) sticker at no charge. Said sticker shall be displayed in the lower right corner of the passenger side of the rear window.
- b) A second sticker may be purchased for the sum of \$10.00, and shall be displayed in the lower right corner of the passenger side of the rear window of the second vehicle, which will permit only that vehicle to be parked overnight in visitors parking. There shall only be one (1) secondary vehicle sticker per unit.
- c) Guest Parking Area placards shall be displayed on the front dashboard mirror with printed information facing the windshield glass, if vehicle is parked in Guest Parking between the hours of 2:00 a.m. - 6:00 a.m. Said guest tags may be purchased from a Board Member for the sum of \$10.00. The cost of said guest tags shall be subject to change without notice. A maximum of three (3) may be purchased per unit.
- d) Upon the sale of a Unit, and before closing, the Owner shall return all vehicle stickers and guest placards. The Owner shall be issued temporary placards for parking which shall expire upon the closing date on the Unit, after which said vehicle(s) shall be subject to towing.
- e) All vehicle stickers shall be obtained by contacting management at 847/364-9880. Guest placards may be purchased from a Board member by calling 800/901-9196.

12. Vehicle Repairs. Vehicle repairs on the premises, except within a garage, are prohibited.

Chapter 11

Sales and Leases

Section:

1. Sales. All owners must notify management of their intent to sell. The Association will provide you with an assessment letter at Owner's expense, which you will need to present to the title company to clear the exception to title concerning liens for Association dues.
2. Leases. Any owner may lease his Unit. All leases must be made expressly subject to the Declarations, By-Laws, and these Rules. No lease shall be less than six (6) months in length. No Unit shall be leased for transient or hotel purposes. No Owner shall lease less than the entire Unit. The Owner shall produce a copy of the lease within ten (10) days, if requested by the Association.
3. Service Charge. The Association reserves the right to charge Owners a processing fee for all sales, leases, and requests for refinancing.

Chapter 12 - Safety

Section:

1. Fire.

A. Call Fire Department - Village of Carpentersville - 911 - emergency; 847/426-2914 non-emergency. Then alert your neighbors, and finally call management.

B. Before exiting a room, feel the upper part of the door. If the door is warm or hot, brace one leg and hand against the door and open it about one half inch. If conditions are safe, evacuate the room. If you feel a rush of hot air, smoke or pressure, slam it shut. Seal cracks around door, and any other places where smoke could enter with wet towels, preferably. If smoke enters your Unit or room, open windows about three inches. Soak a large blanket, sheet, or throw rug and get under it near the window. Hold the edge of the wet material over the opening of the window to breathe fresh air.

C. Upon exiting your townhome, close all doors and windows and leave them unlocked for easy access for the fire department.

D. Keep the following items in your townhome:

1. Flashlight.
2. Candle.
3. Masking tape for sealing cracks.
4. Escape ropes long enough to reach the ground from the second story.

E. Install and maintain smoke detectors.

2. Tornado.

A. Stay as far away from outside walls and windows as you can.

B. Protect yourself from flying glass by staying behind large pieces of furniture.

C. Seek shelter in interior of first floor.

D. Sit on the floor with your knees up and place your head between your knees with your hands over your head for protection.

E. Try to take a battery operated radio, candles, or flashlight with you.

3. Security Disclaimer.

A. No Representation. Neither the Association, its Board of Directors, employees or agents make any representation, written or oral, concerning the safety of the community or effectiveness or operability of any security devices or security measures.

B. No Warranty or Guarantee. Neither the Association, its Board of Directors, employees or agents warrants or guarantees the safety or security of residents, occupants, owners or their guests, licensees, or invitees against the criminal or wrongful acts of third parties. Each resident, occupant, owner, guest, licensee, or invitee is responsible for protecting his or her own person and property.

C. No Reliance on Security Devices or Measures. Neither the Association, its Board of Directors, employees or agents warrants or guarantees that security devices or security measures, if any, may not fail or be thwarted by criminals or by electrical or mechanical malfunction. Residents, occupants, owners, guests, licensees, or invitees should not rely on such devices or measures and should protect themselves and their property as if such devices or measures did not exist.

D. Any resident that requires special medical care shall make necessary arrangements with family or caregiving entities or municipal entities.

E. Duty of Resident or Occupants. It shall be the duty of each resident, occupant, or owner to convey this disclaimer to his or her guests, licensees, or invitees.

Disclaimer

The above information is offered for informational purposes only. The Association, its agents and employees disclaim all liability for the following or non-following of the above information.

Chapter 13 - Unit Owner Hints

Section:

1. **Drainage.** Place splash blocks under all downspouts to prevent soil erosion or attach flexible hoses to downspouts to keep water away from the foundation.
2. **Frozen Pipes.** On bitterly cold days, frozen pipes are a likely problem. Be sure to keep the thermostat set at a reasonable temperature; open cabinets to allow air to circulate around pipes; keep water dripping slightly through all faucets and be sure to **disconnect all hoses before the first frost**. If you are going on a vacation in the winter, contact a licensed plumber on how to winterize your pipes. Further, Unit owners are responsible for their garden hoses.
3. **Humidity.** Those Owners who use humidifiers may cause severe damage to their Units if they set the humidity level too high. Be sure to follow operator instructions carefully. Over humidification can cause condensation that may appear to be a roof leak or pipe leak due to the large volume of water condensed. It can cause damage to drywall, as well as roof undersheeting that can cause the premature failure of your roof. If you have a humidifier, it might be wise to inspect your attic to see that no ice or condensation is forming on the undersheeting.
4. **Ice Dams.** Leaks in the wintertime may be caused by what are called "ice dams." Ice dams occur when ice and snow build up in the gutters or on any horizontal surface and the escaping warmth from your home causes the build up to melt and leak inside. Because ice dams travel upwards, and your home is designed only to shed water in a downward direction, ice dams are difficult to prevent. The best thing to do is to purchase a roof rake at your local hardware store and periodically rake the snow off your roof so it never gets a chance to build up sufficiently to cause an ice dam. Roof rakes come with seven (7) foot extensions which can reach 28 to 35 feet. They are inexpensive and easy to use. Do not use shovels or picks to remove ice or snow from the roof. You will permanently damage the shingles.
5. **Warranties.** Be sure to keep all manufacturer and builder warranties in a safe location. Make sure you preserve your warranty rights by giving proper notice when problems first arise.
6. **Storm Doors.** In order to avoid extreme heat build-up which may cause damage to door moldings and/or inserts, Unit owners should remove glass panes and insert screens in early spring. Unit owners are responsible for door molding or insert damage.
7. **Product Information.** Ask the Developer for all product information, e.g. paint colors, cabinet manufacturer, counter top, etc. This is a good thing to have if they are damaged and need repair or replacement.
8. **Watering Instructions.** The following is a list of watering instructions for different types of landscaping installations and/or repairs. Please follow the instructions that apply to your situation, and also be sure to adhere to Village ordinances and restrictions.
 - A. **Reseeding.** If your lawn was reseeded, please see that the new seed is watered one to two times a day depending on heat conditions. Keep the ground where the seed was installed moist. If you see that the ground has dried out, rewater. However, do not over water, since it will wash the seed and soil away. Frequent light waterings are required. Once the seed has germinated, in approximately 2-3 weeks, continue to water on a daily basis. Heavier watering is acceptable now. Once the new grass plants have matured, the turf will require 1" of water per week, whether provided by sprinkler or Mother Nature. Grass seed is a mix of different varieties, and some will germinate faster than others, usually between 10-21 days.

B. Seed Mat Repairs. Seed mat is a fibrous material that contains grass seed. If your lawn has been repaired with seed mat, please keep the seed mat moist. You can follow the instructions pertaining to regular seed above. The fibrous material will disintegrate over time, however, once the new grass plants begin to grow, you can manually remove the material, if you desire. Once the new grass plants have reached maturity, they can be watered the same as the rest of your lawn by providing 1" of water per week.

C. Sod. If your lawn is repaired by sod, the new sod needs extensive amounts of water to survive. That may mean watering the sod more than one time per day. You should water the sod until it becomes squishy under foot. To test whether the sod is knitting into the subsoil beneath it, gently lift up after a week or so to see if there is any root resistance. Once you can feel the root resistance, you know that the sod is taking hold. Once you determine the sod is taking root, you can cut back on the amount of watering. We suggest you reduce the watering to every other day, and as the sodded areas begin to blend with the rest of the lawn, every third day. Do not let the sod completely dry out. Once the sod has knitted into the ground, and is firmly rooted, you may apply 1" of water per week accordingly.

D. Shrubs and Trees. If you received a new shrub or tree, the best way to water that type of plant material is to insert your garden hose into the root ball at the 12 o'clock, 3 o'clock, 6 o'clock, and 9 o'clock positions around the plant. Remove the hose when the water starts to bubble up out of the ground. It is important that you water new plants daily for the first 3 weeks. After that, continue to water in the manner mentioned whenever you see the ground around the shrub is no longer damp. It is much better to root water new plants, then to surface water them. Surface watering sits on the leaves, and evaporates quickly. In addition, wetting the leaves can attract fungus. Therefore, the best technique is to root water the new plants. Once the plant has become established, it will only require 1" of water per week.

In essence, 95% of the success of your lawn, shrubbery and trees is the result of proper watering. In order to determine how long it takes to lay down 1" of water, we suggest placing a pie pan on your lawn and timing the sprinkler to see how long it takes to fill the pie pan with 1" of water. Further, 1" of water per week is a minimum standard. In times of drought, plants and turf have natural defense mechanisms to stop evaporation. You may see leaf wilt or plants drop leaves, and turf go dormant, which turns the grass plants brown. These defensive techniques will bring the plant material through some difficult climatic situations. However, in times of continuous heat and drought, please water the plants and turf. The defense mechanisms mentioned above will only save the material for so long. They need to be watered accordingly.

Finally, most communities have watering restrictions. Be sure to contact your local municipality to find out when it is legal to water. There may be certain exceptions to restrictions, and those usually apply to new sod, seed or new trees and shrubs. Permits may be required by your community

Disclaimer

The aforementioned information is offered for informational purposes only. The Association, its agents and employees disclaim all liability for the following or non-following of the above information.

**APPEARANCE OR ARCHITECTURAL CHANGE
OR IMPROVEMENT APPLICATION**

Attachment 1

Section 1:

Date: _____

Name(s) _____

Address _____

Phone Number: (Home: _____) (Work: _____)

Section 2: Description of Change or Improvement.Attachments to Description:

1. Sketch of change or improvements showing all pertinent information related to said change or improvement, including, but not limited to, colors, dimensions, construction materials, location of change or improvement in relation to property lines, Unit, and neighboring property or other structures or objects, or physical features of property, including, but not limited to swales, trees, utility transformer, vaults, etc.
2. A copy of your survey must accompany this application.
3. A legal description of your property must accompany this application.

Section 3: Application Affidavit.

1. I hereby agree to obtain all necessary building permits and to comply with all applicable building codes and begin the change and/or improvement within 30 days after approval, with completion within 90 days of start.
2. I hereby agree to comply with all Association Declarations, By-Laws, and Rules and Regulations in respect to this change and/or improvement.
3. I hereby agree to defend, indemnify and hold harmless the Association, its Unit owners, Members of the Board, Employees and Managing Agent from all loss, damage, liability, judgments, court costs, attorney's fees, interest or any other costs, penalties arising out of this change or improvement.
4. I hereby understand and agree that I am responsible for the future upkeep, insurance and maintenance of said change and/or improvement. Further, should said change interfere with any maintenance responsibility of the Association, I agree to remove my change, or have the Association remove my change at my expense.
5. I hereby agree to record this application and necessary supporting documents with the Recorder of Deeds and/or Registrar of Torrens of the County in which the property is located within 14 days after approval by Association, and supply the Association with a copy thereof within a reasonable amount of time. All recording costs shall be at my expense.

ARCHITECTURAL CHANGE OR IMPROVEMENT APPLICATION

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6. I hereby agree to permit the Association access to my property for purposes of enforcement of this Application.
7. I hereby agree that failure to comply with any of the above requirements may result in the revocation of the approval of my change and/or improvement and removal of my change and/or improvement and restoration of my property to a condition that existed immediately before approval of this Application.

All necessary costs and expenses to restore my property shall be at my expense, including but not limited to, construction costs, and consequential expenses, such as attorney's fees, court costs, permit fees, etc.

Notwithstanding anything to the contrary, the Association, at its discretion, shall have the right and power to enter my property and repair said change and/or improvement should it fall into a state of disrepair which is not corrected within 14 days after written notice to me. All costs connected with such repair shall be charged to my assessment account and be collected by methods authorized by the Declaration, By-Laws, Rules and Regulations of the Association or laws of the State of Illinois.

8. I hereby agree and understand that this Application shall be binding on all successors, devisees, heirs, assignees, and transferees of my property. I further agree to inform them of the terms and conditions contained in this Application.
9. All verbal or written communication between the parties is expressed hereinabove, and no verbal understandings or agreements shall alter, change, or modify the terms and provisions of this Agreement, and the entire Agreement of the parties is expressed herein. No course of prior dealings between the parties and no usage of trade shall be relevant to supplement or explain any term used in this agreement. Further, this agreement shall not be modified or altered by subsequent course of performance between the parties. In addition, should any provision of this Agreement be found to be unenforceable, all other terms and provisions shall remain in full force and effect.

Section 4: Notice:

All Notices shall be deemed delivered if delivered personally to Applicant or Members of his family 13 years or over, or mailed to the named applicant at his last known address by first class mail with postage prepaid.

X _____
Signature

X _____
Signature

Section 5: For Office Use Only:

Date Approved: _____

Date Rejected: _____

X _____
Signature

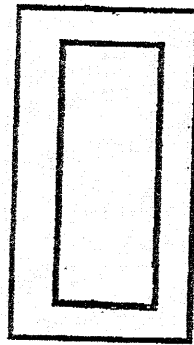
X _____
Signature

X _____
Signature

X _____
Signature

Attachment 2

Clear View Storm Door Style



Door Must be WHITE ONLY!

Attachment 3

COMPLAINT HEARING

Date and Time of Hearing

FAILURE TO APPEAR MAY RESULT IN
ENTERED AGAINST IN THE FORM OF
A FINE IN THE AMOUNT OF \$1,000.00.

Place of Hearing

COMPLAINT

COMPLAINANT:

(Name)

(Address)

(Phone)

VIOLATOR: (If you have difficulty understanding and/or speaking English, bring someone to the hearing who can assist you.)

(Name)

(Address)

(Phone)

CLAIMED VIOLATION

Date(s) and Time(s):

Location(s):

What Happened:

WITNESSES:

(Name)

(Address)

(Phone)

(Name)

(Address)

(Phone)

AFFIDAVIT OF SERVICE

The undersigned states that I have served the attached complaint by placing the complaint in a properly addressed, sealed and stamped envelope in the U.S. Mailbox at: 800 S. Milwaukee Ave., Libertyville, IL 60048, on _____.

Complaint Server

The undersigned states that I have personally served the attached complaint upon the named violator or a member of his family above the age of 13 years, at the violator's address stated in the complaint on the _____ day of _____, _____.

Complaint Server

Instructions to Complaint Server:

Please sign your name on the by-line that applies to the type of service you performed in serving the complaint. Sign one by-line only.

S4/01