

Fairfax Commons Condominium Association

Rules and Regulations



Effective October 1, 2021

Fairfax Commons Condominium Association Rules and Regulations

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WELCOME TO FAIRFAX COMMONS

When you purchase a home that's part of a community association, you automatically become a member of the association and become responsible for following all its rules and regulations. The primary purpose of having community rules and standards is to **protect your investment as a homeowner and provide a common framework for neighbors.**

Making life easier, protecting resale value, and maintaining a sense of community are some of these reasons. For owners who are renovating, the rules are designed to safeguard home values, avoid potential conflicts and issues, and comply with safety standards.

Benefits of HOA Rules

There are many benefits to having a set of guidelines, including:

- A. **Protecting your property value**
- B. Preserving the aesthetics of an area
- C. Protecting and enhancing home values
- D. Enforcing the community's Covenants, Conditions, and Restrictions (CC&Rs) & Bylaws
- E. Maintaining the common property of the association and its owners
- F. Keeping the peace
- G. Providing for future planning
- H. **Why are some of the rules sometimes changed?**
 - To adhere to changes in local, state, and federal compliance policies
 - Times change
 - Requests from owners to provide clarity

Most of the rules that have been in place are still the same.

- Some were reformatted to provide clarity
- The order of the rules has changed to make more sense (i.e., all of the rules that affect landscaping are together now)
- Those rules that have changed are intended to provide for a community that can continue maintaining its value.

It's always in your best interest to adhere to the rules and regulations of your community. When neighbors work together to enhance their association, everyone sees the benefits—from increased property values to a greater sense of community and belonging.

Fairfax Commons Condominium Association Rules and Regulations

INTRODUCTION

The Board of Directors ("hereinafter the "Board") of the Fairfax Commons Condominium Association (hereinafter "Association") in accordance with the Declaration of Condominium Ownership and of Easements, Restrictions, Covenants and By-Laws for Fairfax Commons Condominium Association as Amended and Restated on May 24, 2004 (hereinafter sometimes referred to as "Declarations" or "Declarations and By-Laws"), have developed the following Rules and Regulations (hereinafter sometimes referred to as "Rules and Regulations" or "Rules") governing our community (hereinafter sometimes referred to as "Fairfax Commons").

The Rules set forth herein explain the policies and guidelines established by the Board of the Association for the benefit and security of the unit owners, their tenants, and guests as well as for the protection of the unit owner's property, common elements (hereinafter sometimes referred to as "common property" or "common area"), limited common elements of the property and property value. The Board is responsible to administer and enforce the Rules. It is the responsibility, however, of each unit owner, their tenants, and guests to cooperate and adhere to the Rules and are encouraged to report any violations of these Rules to American Property Management, or its successors or assigns, (hereinafter referred to as "the management company").

The Board reserves the right to amend, revoke or restate the Rules, in part or in its entirety, at any time and from time to time.

Fines and penalties for violation or failure to comply with the Rules may be levied as set forth in the By-Laws as well as Appendix A, attached hereto and made a part hereof.

Fairfax Commons Condominium Association Rules and Regulations

Table of Contents

Introduction	-----	2
American Property Management Company of Illinois, Inc. Information	-----	32
Appendix A	-----	24-25
Bicycles, Motorized Dirt Bikes, Motorcycles and/or Snowmobiles	-----	6
Bird Feeders and Feeding of Animals	-----	6
Board of Directors Eligibility	-----	6
Bug Lights	-----	6
Children	-----	6
Commercial Activities	-----	7
Decks and Patios	-----	7
Dumpster/PODS (Portable Storage Container)	-----	7-8
Exterior Signage and Flags	-----	8
Exterior Lights and Light Bulb Replacement	-----	9
Exterior Modifications	-----	10
Exterior Plastic Sheeting	-----	10
Fences or Privacy Screens	-----	10
Firewood	-----	10

Fairfax Commons Condominium Association Rules and Regulations

Flooring/Carpeting	-----	10
Forms	-----	11
Garage and Driveways	-----	11
Garage Sales	-----	11-12
Garbage and Refuse Removal	-----	12
General Provisions	-----	23
Grill Safety	-----	12
Holiday Decorations	-----	13
Landscaping, Lawns, Flowerpots/Planters/Outside Décor	-----	14-15
Leases, Tenants and Non-Resident Unit Owners	-----	15-17
Noise	-----	17
Payment of Monthly Assessments and Special Assessments	-----	17
Pets	-----	18
Radon Mitigation	-----	19
Satellite Dishes	-----	19
Satellite Dish Installation Instructions	-----	26-28
Security Cameras	-----	19-20
Signs	-----	20
Snow Season Procedures/Salting	-----	20
Storm Doors	-----	20

**Fairfax Commons Condominium Association
Rules and Regulations**

Storm Doors-Standard Styles	-----	29
Unit Owner Information	-----	21
Village of Bartlett Information	-----	32
Vehicle Policies and Procedures	-----	21-22
Water Heaters, Washing Machines and Water Softeners	-----	22
Windows, Screen and Garage Doors	-----	23

Fairfax Commons Condominium Association Rules and Regulations

BICYCLES, MOTORIZED DIRT BIKES, MOTORCYCLES AND/OR SNOWMOBILES

1. Bicycles, including but not limited to motorized dirt bikes, motorcycles, snowmobiles and any other such motorized vehicle, are restricted to the streets and sidewalks and shall not be used on common grass areas.
2. Cyclists shall observe all State of Illinois and the Village of Bartlett rules and such motorized vehicles operated only by those with the appropriate and valid operator's license.
3. The speed limit within Fairfax Commons shall conform pursuant to the Village of Bartlett Municipal Code. No motorized vehicle shall exceed 25 miles per hour on any street within Fairfax Commons, unless otherwise posted.
4. All bicycles, motorized dirt bikes, motorcycles and/or snowmobiles must be stored in the garage. At no time should any of these vehicles be stored outside the unit by any method, i.e., hanging from the building, chained to stair railings, posts, trees, patios, or decks.

BIRD FEEDERS AND FEEDING OF ANIMALS

1. No bird feeders or birdbaths are allowed, thus eliminating the attractions of squirrels, geese, and other birds.
2. Feeding of birds and animals, or any behavior which may attract nuisance animals or wildlife is prohibited.

BOARD OF DIRECTORS ELIGIBILITY

Each member of the Board shall be one of the unit owners. In the case where there are multiple owners of a single unit, only one (1) of the multiple owners shall be eligible to serve as a member of the Board at any one time. These positions are voluntary and without compensation.

BUG LIGHTS

Bug lights, whether electric or battery operated, are not permitted to be mounted to the building. Only free-standing bug lights are permitted on the patio and deck and only when attended by the unit owner when in use.

CHILDREN

Parents, guardians, and baby-sitters are responsible for the actions of any child in their care.

Fairfax Commons Condominium Association Rules and Regulations

COMMERCIAL ACTIVITIES

No industry, business, trade, occupation, or profession of any kind (commercial, religious, educational, or otherwise designated for profit) shall be conducted, maintained, or permitted in any unit. This restriction does not prohibit a unit owner from: (a) maintaining his professional library therein, (b) keeping his personal business or professional records or accounts therein, and (c) handling his personal business or professional telephone calls or correspondence from home.

DECKS AND PATIOS

1. As set forth in the article titled "GRILL SAFETY" charcoal or wood burning devices, including but not limited to grills, turkey fryers, fire pits, smokers, pellet burning devices, tiki lights and patio heaters, are strictly PROHIBITED on decks, patios or anywhere within Fairfax Commons.
2. No bicycles, children's toys, furniture (excluding patio furniture), clothing or any other articles are to be stored on the deck or patio.
3. NO rugs, blankets, etc. may be hung over the deck railings.
4. NO clothesline or drying fixtures may be stretched across patios or decks. This includes placing articles over patio furniture to dry.

DUMPSTER/PODS (PORTABLE STORAGE CONTAINER)

Unit owners are allowed to use portable refuse or storage containers under the following rules:

1. Unit owners may use these containers once per twelve (12) month period.
2. Prior to the use of a container, unit owner must notify the management company ten (10) days in advance with the company name, phone number and drop off date. A refundable deposit fee of Two Hundred Fifty Dollars (\$250) is required. The deposit grants the unit owner a five (5) day timeframe determined by the owner to have the container on their driveway.
3. Containers must be seated on boards so as not to damage the driveway.
4. The container must in no way encroach upon or inhibit the usage of the common sidewalk, a neighbor's property, or a common area including but not limited to parking lots.

Fairfax Commons Condominium Association Rules and Regulations

5. Penalties of Fifty Dollars (\$50) per day will be applied for every day over the fifth (5th) day that the container is on the unit owner's driveway.
6. Upon removal of the container the Two Hundred Fifty Dollars (\$250) deposit will be promptly refunded to the unit owner less any fines (if applicable). It is the responsibility of the unit owner to notify the management company when the container is removed and of the correct address to send the refund if this is necessary because of the move.
7. If a unit owner is found to have any unauthorized container on their driveway or any other common area within Fairfax Commons, it will result in a violation and fines.

EXTERIOR SIGNAGE AND FLAGS

1. The United States of America or military flags are the only flags allowed to be flown at all times within Fairfax Commons.
2. Flags of nations, other than the flag of the United States, may be displayed only on the national day of observance for that nation. No other decorative flags, pennants or windsocks may be flown or adhered to the exterior of the building or common area at any time. One (1) flag per unit may be affixed to the exterior of the unit adjacent to the front door or garage. The repair of any damage done to the unit during the installation of the flag holder will be a charge back to the unit owner if the Association needs to repair. No flag poles may be installed on the common area.
3. Displaying the flag of any sport team, political purpose, personal cause, etc. in the flag holder affixed to the outside of any unit is strictly prohibited in Fairfax Commons. This also includes the display of such support by the placement in common property or within the unit owner's individual unit where it is visible from the outside by the general public.
4. The display of any political affiliation and/or support of any candidacy of any person shall be permitted only upon the following terms:
 - a. No more than one (1) sign is permitted to be displayed.
 - b. Such signage shall be no larger than three feet by four feet (3' x 4').
 - c. Such signage may not be displayed more than fourteen (14) days before a scheduled election and must be removed the day immediately following the election.
 - d. The display placement of any such signage is strictly prohibited on the common property.
5. Signage commemorating a graduation, birth of a baby, birthday or special occasion is permitted upon the following terms:
 - a. Such signage shall be no larger than three feet by four feet (3' x 4').

Fairfax Commons Condominium Association Rules and Regulations

- b. Such signage may not be displayed for more than ten (10) days.
6. A violation of any of the foregoing restrictions will result in a fine and, if necessary, the removal of the item(s) by the Association and a charge back to the unit owner for said removal will be assessed.

EXTERIOR LIGHTS AND LIGHT BULB REPLACEMENT

A. Garage Coach Lights (hereinafter referred to as “coach lights):

1. For safety, the coach lights on the garages must be kept on from dusk until dawn. The switch located in the garage must be kept in the ON position at all times. The Association is responsible for the installation, maintenance, bulb, and sensor replacement. **It is the responsibility of the unit owner to have exterior coach bulbs replaced promptly and the appropriate work order submitted by contacting the management company.**
2. If a resident submits a work order for coach light maintenance and the switch is in the OFF position, the unit owner will be charged back for the service call.
3. No other bulbs, including colored bulbs, are allowed in the exterior coach light fixture.

B. Entrance and Patio Doors:

1. The unit owner and/or tenant is responsible for placement of the entrance and patio door bulbs.
2. All exterior light bulbs must be a maximum of 60 watt clear or inside frosted, except for patio/ deck lights which may be yellow lights.
3. No colored light bulbs are permitted except as set forth under the article herein titled “**HOLIDAY DECORATIONS**”.

C. Malibu, Motion, Solar or Halogen Lights:

1. No electrical Malibu lights, motion lights or halogen bulbs are permitted.
2. Solar lights are permitted with the following restrictions: (a) solar lights are NOT permitted anywhere on the common property which would prohibit and/or restrict the maintenance of our common property (i.e. such as placement along the length of the driveway thereby prohibiting or restricting the cutting of the grass); (b) solar lights must be staked no closer than three (3) feet apart into the common property; (c) solar lights may not exceed the height of eighteen (18) inches above the ground; and (d) solar lights must match.
3. The Association bears no responsibility for damage to any solar lights.

Fairfax Commons Condominium Association Rules and Regulations

4. Nothing, including but not limited to malibu, motion, solar or halogen lights, may be placed on the steps next to the railing.

EXTERIOR MODIFICATIONS

1. Unit owners must submit requests for exterior alterations or additions to the Board in writing using the Exterior Modification Form and receive written approval before commencing with said alteration or addition. This includes but is not limited to windows, storm doors, security cameras, garage doors, and patio doors.
2. If any changes are made to the unit or property without the Board's written approval, the unit owner shall remove the change, or the Association shall restore the area or building to its original condition. All costs of the restoration will be at the owner's expense.

EXTERIOR PLASTIC SHEETING

Plastic sheeting may not be affixed to any portion of the outside of the building.

FENCES OR PRIVACY SCREENS

No fences or privacy screens are allowed of any height or any fixture, on patios or decks or within Fairfax Commons which could be considered a barrier or screen.

FIREWOOD

In accordance with the Declarations and By-Laws a reasonable amount of wood logs may be stored on the patio or balcony of those units equipped with a wood burning fireplace. It must be three (3) feet away from the building.

FLOORING/CARPETING

All upper units shall have wall to wall carpeting installed and maintained in all rooms with the exception of the bathrooms, kitchen, utility room and any rooms above the garage.

Fairfax Commons Condominium Association Rules and Regulations

FORMS

The following forms will be available to unit owners through the management office:

Exhibit A	Rider to Lease
Exhibit B	Witness Statement
Exhibit C	Satellite Dish Installation Request
Exhibit D	Dumpster and Portable Storage Container (P.O.D.S.) Application
Exhibit F	Exterior Modification
Exhibit X	Unit Owner Information

GARAGE AND DRIVEWAYS

1. Garage doors may not be left open overnight.
2. No exterior alterations may be made to garage doors.
3. Car repair or repairs that cause any nuisance, fire hazard, or annoyance to neighbors are prohibited. Any work or activity, including but not limited to, idling, unattended vehicles or producing noise in garages and driveways is prohibited before 9 A.M. and after 10 P.M. Care and consideration for others must be exercised if the garage is used for minor repairs or maintenance of vehicles.
4. Garages shall be used primarily for storage of vehicles and other personal items.
5. No trailers, RV's, boats, campers are permitted on driveways or guest parking.
6. Gasoline and flammable solvents shall be stored in proper containers.
7. Propane containers, empty or full, should not be stored in the garage.
8. If a unit owner stores anything in a garage that may harm other units or its occupants, the unit owner shall remove it, after written demand by the Board.
9. Nothing shall be done or stored in a garage that causes harmful or offensive fumes to enter an adjacent unit, or adjacent garage.
10. NO playground equipment, basketball nets, bicycles, or recreational items, such as sports equipment, etc. is permitted on common elements prior to 9 A.M. and no later than sunset or 9 P.M. whichever occurs first.

GARAGE SALES

1. Two (2) garage sales per unit per year are permitted and require a permit through the Village of Bartlett Clerk's office. No other garage sales will be permitted without the Board's approval.

Fairfax Commons Condominium Association Rules and Regulations

2. Garage sales are to be confined to the garage and driveway of unit owner and not on common areas. The removal of garage sale signs is the responsibility of the unit owner and are to be removed immediately after the sale.

GARBAGE AND REFUSE REMOVAL

1. In accordance with the Village of Bartlett ordinance, garbage is placed ON THE CURB in front of the unit no earlier than 4 P.M. on the day preceding the scheduled pick up. When holidays occur, the pick-up is one (1) day later.
2. All trash must be securely sealed in plastic bags either inside or outside a garbage can.
3. Discarded lumber, cardboard boxes or cartons should be broken down and securely tied in bundles.
4. There should not be litter left in the common area. If it has blown on your area, please remove it as soon as possible.
5. No trash is to be left outside the unit except for pick-up. Trash cans and containers shall be taken inside no later than 9 A.M. of the day following pick-up.

GRILL SAFETY

1. Only liquid propane gas and/or electric grills are permitted in Fairfax Commons. They may be used on common deck areas, patios, or driveways, providing they are a minimum distance of six (6) feet away from any building, trees, or shrubs at all times.
2. In the event liquid propane gas and/or electric grills are used in the driveway, such items must be removed by 10 P.M.
3. Other combustible devices such as, but not limited to charcoal grills, turkey fryers, fire pits, smokers, pellet burning devices, tiki lights, patio heaters, etc. are not permitted in Fairfax Commons.
4. Grease-fire-resistant drip mats must be used under all grills when in use on decks, patios, and driveways.
5. A grease-smothering fully charged fire extinguisher (B-Type) must be located within proximity to the grill when in use.
6. Full, partially full, or empty liquid gas tanks may not be stored in your garage and must be stored a minimum distance of six (6) feet from any building, trees, or shrubs at all times.
7. Common sense safety rules should be employed when grilling in order to protect everyone's health and property.

Fairfax Commons Condominium Association Rules and Regulations

HOLIDAY DECORATIONS

1. Exterior Holiday decorations shall not be installed any earlier than one (1) month before the holiday and removed no later than one (1) month after the holiday with the exception of Christmas. Christmas decorations including gutter clips are to be taken down no later than March 1.
2. Holiday decorations are not permitted on or along sidewalks, stairs, or driveways. All colored bulbs inserted in entrance door light fixture or patio light fixture, must be removed no later than February 1. Coach lights are equipped with sensors and, therefore, NO colored bulbs are permitted in the coach light fixtures.
3. Decorations may not extend beyond unit owner's own individual residence without the permission from their neighbor.
4. Absolutely no decorations or lights on the roofs or in the trees. A fine of Fifty Dollars (\$50) on the first (1st) warning and a fine of Fifty Dollars (\$50) each day thereafter will be assessed to the unit owner.
5. Lights on the gutters may be installed with gutter clips only.
6. Apparatus used for hanging and/or displaying the holiday decorations or lights may not be permanently affixed to any exterior part of the building.
7. Any damage done to the exterior of the unit caused by the hanging of decorations or lights shall be the responsibility of the unit owner/tenant and repaired, or the Association will repair it at the unit owner's expense.
8. Lights or extension cords being used outside must be rated for outdoor use. This is for everyone's safety.
9. Do not put any extension cords or lights on the gutters without using gutter clips. Do not run them along any walkway or any part of the roof of the units. This is to help prevent any accidental cutting of the cords due to ice or putting the wires in a place where residents or snow removal personnel could accidentally become injured if they tripped or cut them.
10. Extension cords and decorative lights on stringers may not run along walkway, sidewalk, or driveway.
11. Do not hang the outside lights with nails or hooks, which bore into the wood or siding or masonry outside of the units. This is to help the year-round appearance and also helps to keep the assessments down by lowering maintenance costs from any unnecessary repairs.
12. Make sure all lights outside the unit are plugged into GFI (Ground Fault Interrupt) outlets or the outlets with the two buttons in the middle. This type of outlet should shut off the power if for any reason there is a short in the wiring.
13. Do not leave on lights that shine on the outside overnight, especially if they flash.
14. No straw or hay bales on common grounds.

Fairfax Commons Condominium Association

Rules and Regulations

LANDSCAPING, LAWNS FLOWERPOTS, PLANTERS AND OUTSIDE DECOR

A. Lawn decorations:

Lawn decorations or decorative objects shall not exceed eighteen inches (18") in height and eighteen inches (18") inches in width (18"x18") and are not permitted in common areas except as described in the following paragraphs 4 and 6 in this section.

1. Flowers and small shrubs not exceeding thirty-six inches (36") in height may be planted in existing bedding. Flowerpots are not permitted on common property between bushes. Two (2) shepherd hooks are permitted per unit, with the exception that the shepherd hooks are not permitted in the ingress or egress of the drive or sidewalk area.
2. No fruits, vegetables or rose bushes are to be planted on any common area.
3. The Association or its contractors are not responsible for the flowers that are planted in the bedding by the unit owners/tenants.
4. No more than two (2) statues or icons, not exceeding eighteen inches (18") in height and eighteen inches (18") in width may be displayed on the common elements of the property near the front door of unit owner's area.
5. All statues and icons must be removed from the common property no later than November 1st in order to prevent damage from snow removal operations. Neither the Association or vendors will be responsible for any damage to statues or icons resulting from grounds maintenance or snow removal operations.
6. No garden decor, benches, birdbaths, accents, swings, etc., including those holding planters are allowed in or on common areas, including both paved and unpaved common areas excepting deck/patio areas and excluding December Holidays.
7. No edging, rocks, stones, bricks, or paver bricks.
8. Nothing, including but not limited to hooks and brackets, may be attached to the building, or hung from trees.
9. Only brown or red mulch may be placed in garden bedding areas or in tree rings at the unit owner's sole expense.
10. Damage done to the lawns from vehicles operated by unit owners, their guests or damage done by pets will be repaired and the expense will be billed as a charge back to the unit owner.

B. Lawn and landscape watering:

1. In accordance with the Village of Bartlett regulations, buildings with odd number street addresses shall be permitted to water on odd days of the month and those with even numbers on even days of the month. This is in effect year-round.

Fairfax Commons Condominium Association Rules and Regulations

2. Owners are encouraged to water the landscaping. (i.e., new grass, plants and/or flowers) to protect and promote their growth. Doing so can help to reduce the cost of replacement of the same, if necessary, and would appreciate everyone's cooperation.

C. Flowerpots/ Boxes/ Hanging Baskets:

1. One decorative flowerpot is permitted on each side of garage door on the drive provided it does not interfere with the ingress and egress from the driveway or other portion of the property. Flowers may be planted in the tree rings, which are non-grass covered, located between the units.
2. Units 1 and 4 may have flowerpots at the entrance areas, however, they must not obstruct the flow of traffic.
3. Units 2 and 3 may have two (2) decorative flowerpots on the landing in the corners near the door entrance.
4. Up to three (3) pots or two (2) flowerpots and one (1) icon on the steps or landing are permitted, for a total of three (3) items. If the pots or icon are on the steps they must be opposite the railing and the base of the pot or icon not wider than the steps.
5. Flowers may also be planted along sidewalk entrance to the stairs. Pots are not permitted in this area. Any flowerpots on the rear decks must be mounted on the inside of the deck railing for safety.
6. All flowerpots, hanging baskets and dead flowers must be removed by November 1st and the flowerpots and hanging baskets not displayed until April 1st.
7. No decorative objects or furniture is allowed on or alongside the driveway.

LEASES, TENANTS AND NON-RESIDENT UNIT OWNERS

1. All unit owners who do not reside in a unit owned by them shall provide the Board with their permanent residence addresses, email addresses and phone numbers where they may be reached in an emergency, both at home and at work. Any expenses incurred in locating a unit owner who fails to provide such information shall be assessed to the unit owner's account. Unless otherwise provided by law, any unit owner who fails to provide such information shall be deemed to have waived the right to receive notices at any address other than the address of the unit. The Board shall not be liable for loss, damage, injury, or prejudice to the rights of said unit owner caused by any delays in receiving notice resulting therefrom.
2. No unit owner may lease less than the entire unit, nor may the unit be leased for transient or hotel purposes.

Fairfax Commons Condominium Association Rules and Regulations

3. Unit owner is obligated to provide Association with their tenant's email address and phone numbers so that the Association may contact them in the event of an emergency.
4. Leases of any unit in Fairfax Commons shall be for a period of no less than twelve (12) months.
5. No unit shall be occupied without a copy of the Lease or Renewal of Lease being provided to the Association.
6. Every lease shall be in writing and shall be subject in all respects to the provision of Declarations and By-Laws and Rules and Regulations of the Association. Therefore, unit owner must provide the tenant with copies of the most recent Rules and Regulations.
7. The Association shall be given both a signed original and rider (Exhibit A), which is obtained through the management company to every lease of any unit on the property prior to the effective date of said lease. Any expenses incurred by the Association in obtaining these documents shall be charged back to the unit owner. Failure of a unit owner to comply with the foregoing will result in fines as set forth in Appendix A.
8. Any lease of a unit in Fairfax Commons which is on file with the Association at the time this resolution is adopted, and which is less than one (1) year in duration may continue in full force and effect, until one (1) year from the date of the adoption of this ordinance, at which time all leases shall be at least one (1) full year duration.
9. Unit owners must carry a homeowner's policy that stipulates the unit is rented and not owner occupied.
10. Unit owners must require that their tenants carry renter's insurance. Therefore, claims for damages from losses that emanate from within the unit that result from an accident, negligence or that are caused by the unit owner or the unit owner's tenants or result from items that are the unit owner's responsibility to maintain, repair or replace are the unit owner's primary responsibility to insure. This also applies to rented as well as unoccupied units.
11. Unit owners and/or tenants are responsible for their guests complying with all Rules of the Association.
12. Tenants of rented units must allow the Association and Board access to the rented unit, as set forth in the Declaration and By-Laws, from time to time as may be necessary for the maintenance, repair, replacement (to the extent the Association is responsible for the maintenance, repair, or replacement) therein or accessible therefrom, or making repairs necessary to prevent damage to common elements or to other unit or units as though the unit was owner occupied.
13. Unit owners are responsible for and shall be charged for cost to repair any damage caused by the unit owner or the unit owner's family, tenants, guests, or other visitors to, including but not limited to, the common elements, all improvements and structures erected, constructed, or contained therein or thereon, including the building and easements, and as further described under the

Fairfax Commons Condominium Association Rules and Regulations

Illinois Condominium Property Act. The Board may bill the cost of repairing damage to the common elements caused by a renter to the unit owner.

14. If any unit owner or tenant violates any of the provisions of the Rules, Declaration and/or By-Laws, the Board shall send to the tenant and/or unit owner a written statement notifying the unit owner of the violation and the date thereof.
15. The Association reserves the right to institute an action in forcible entry and detainer against the appropriate parties for repeated violations of the Declarations and By-Laws.

NOISE

While our buildings are to a degree soundproofed, noise travels through the walls into the other units. As a courtesy to your neighbors, please abide by the following rules:

1. Do not play pianos, organs, drums, or other musical instruments between the hours of 10 P.M. and 9 A.M.
2. Unit owner/tenants are responsible for the conduct of their guests in the unit and on common elements.
3. Unreasonable noise or disturbance is not permitted at any time. This includes excessively loud radios, noise on patios, decks, and garages, including barking dogs.
4. Surround sound system components, which can cause vibrations or noise to the other units, must be placed on appropriate acoustic noise isolation platform pads, or stands.
5. Activities such as hammering, and drilling may only be done between 8 A.M. and 10 P.M.
6. No laundry may be done between the hours of 10 P.M. and 7 A.M.

PAYMENT OF MONTHLY ASSESSMENTS AND SPECIAL ASSESSMENTS

1. Monthly assessments and special assessments are due on the first (1st) of the month.
2. Late charges for monthly assessments will be assessed and regulated by the management company. A late fee of Twenty-Five Dollars (\$25.00) will be charged for any monthly assessment received after the seventh (7th) of the month.

Fairfax Commons Condominium Association Rules and Regulations

PETS

1. No more than two (2) dogs or cats are allowed per unit. No animals shall be kept for breeding or commercial purposes.
2. In accordance with the Village of Bartlett Ordinance, pets must be leashed at all times while outside the unit.
3. No pets may be left unattended outside, this includes, but not limited to, dogs left unattended, or cats left outside to roam, any unit AT ANY TIME including on decks, patios, driveways and in garages, or tethered on the lawn.
4. Pet owners must clean up after their pets IMMEDIATELY and dispose of it properly. (SEWERS ARE STRICTLY OFF LIMITS for disposal of pet waste according to the Village of Bartlett ordinances.) Bags or containers of pet waste must be stored in garage.
5. Pets must be controlled so as not to create a nuisance anywhere on the property.
6. No pet shall be allowed to create a nuisance or unreasonable disturbance or to damage any common property or the property of another resident.
7. A unit owner is responsible for the action of pets living in or visiting his/her unit, and for the cost of repairing any damage caused by said pets.
8. No pet shall be allowed to urinate or defecate on a patio or deck (balcony).
9. The violation of any pet rule may result in a Notice of Violation.
10. Any unit owner who has been found guilty of two (2) violations of the above rules shall be deemed liable for having a pet, which causes or creates a nuisance or unreasonable disturbance. Thereafter, the Board, after consideration of the facts and circumstances may, at its discretion, elect or order the unit owner to have the pet removed permanently from property upon seven (7) days written notice to the owner from the Board or its duly authorized agents.
11. Any unit owner, Board member or management employee, noting mess or damage to any property caused by a pet, shall report the mess or damage to the Association identifying the pet and the owner's address.

Fairfax Commons Condominium Association Rules and Regulations

RADON MITIGATION

Radon mitigation systems may be installed upon the following terms and conditions:

1. The unit owner is required to submit the requisite Exterior Modification Form to the management company for approval by the Board.
2. While a general contractor can install a passive (no power fan mitigation system), only a radon mitigation contractor licensed by the State of Illinois Emergency Management Agency may activate an existing passive radon system or install an active (power fan is added) mitigation system.
3. All requisite permits must be obtained through the Village of Bartlett, where applicable, and proof of current license and insurance from the unit owner and or contractor must be presented to the management company prior to any work commencing.
4. The Association, along with the Village of Bartlett, if required, will perform an inspection of the installation of the system along with the performance of the system to ascertain no damage has been done to the exterior of the unit, including but not limited to, damage to the roof, or any other exterior portion of the building or another unit owner's unit, or leaking into the unit owner's or any other units of the building as result of the installation. The unit owner will be charged back for all services performed relating to the inspection as well as the cost for repair of any damages sustained to the building or any portion therein if applicable.

SATELLITE DISHES

1. Unit owner must submit a completed Satellite Dish Installation Form and Hold Harmless Agreement (both which can be obtained from the management office) to the Board and management company prior to installing any satellite dish equipment (See Satellite Dish Installation Instructions attached).
2. All satellite dish installations must comply with Fairfax Commons Guidelines and Instructions for the installation of satellite dishes.
3. Failure to comply with the above may result in the removal of the satellite dish equipment at the unit owner's expense and possible fines.
4. It is the unit owner's responsibility to have the satellite dish removed upon the termination of the service or prior to the unit owner moving.

SECURITY CAMERAS

1. Prior to the installation of a security camera the unit owner or tenant **MUST** complete and submit directly to the management company an Exterior Modification Form, which is obtained through them. The Exterior Modification Form must include photos with the proposed location of the security camera.

Fairfax Commons Condominium Association Rules and Regulations

2. Security cameras, whether outside mounted or inside the unit and facing out, may not be aimed at another unit's windows or in any way intrude on someone's right to privacy in their dwelling. Only a total of three (3) security cameras per unit can be placed in any three (3) of the following locations:
 - a. At the front door entrance.
 - b. Directly to the right or left of the coach light.
 - c. Above the garage door in close proximity to where the unit address is affixed; or
 - d. Next to patio door.
3. Security cameras must be mounted on wooden posts or trim and never on the siding.
4. Security cameras must be removed by the owners for outside painting or repair work.
5. Any damage caused by mounting, moving, or removing a mounted security camera will be charged back to the unit owner.
6. The Association bears no responsibility for damage to security cameras or other security equipment.

SIGNS

No signs, including but not limited to "FOR RENT", "OPEN HOUSE", real estate signs, etc., are to be displayed or mounted on the outside of the buildings or anywhere in Fairfax Commons without the approval of the Board. One "FOR SALE" sign may be installed in the common property in the immediate area of that unit. The unit owner is responsible for the removal of the sign and repair of any damage to turf caused by the sign.

SNOW SEASON PROCEDURES/SALTING

Snow removal operations begin when two (2) inches of snow has accumulated in a given snow event. The Association will arrange to have the mailbox aprons salted for everyone's safety, however, is not responsible for salting the sidewalks, stairs, and driveways. It is the unit owner's responsibility to salt these areas.

STORM DOORS

Refer to Storm Doors - Standard Styles (See Exhibit Sheet)

Fairfax Commons Condominium Association

Rules and Regulations

UNIT OWNER INFORMATION

It is essential that the Association have current contact information for all unit owners and principal residents of every unit in case of a property emergency or other matter of timely importance. All unit owners must provide to the management office current contact information to include name, address, e-mail address and phone number(s). Unit owners are responsible to immediately update this information in writing as soon as changes occur. Unit owners who reside offsite must also provide contact information for the principal resident(s) in their unit. The Board may from time to time, require all unit owners to complete a Unit Owner Information Form. Failure to complete and return this form to the management office by the specified date will result in fines being assessed.

VEHICLE POLICIES AND PROCEDURES

The following provisions shall apply to vehicle rules:

1. Parking of any vehicles on roads and cul-de-sacs is permitted only in accordance with the following Village of Bartlett ordinance:
 - a. Between the hours of 2 A.M. and 6 A.M. special permission for overnight parking must be obtained from the Village of Bartlett Police Department.
 - b. Parking is prohibited on all roads and cul-de-sacs after a two-inch (2") snowfall.
2. Vehicles may not be parked, maintained, or stored as to obstruct passage of other vehicles on the property.
3. All vehicles are restricted to paved surfaces.
4. There shall be no parking on route of passage across any other portions of the property, including all lawn areas, sidewalks, and fire lanes.
5. Vehicles shall not be parked, maintained, or stored in a manner, which interferes with ingress to or egress from a driveway or other portion of the property, such as a vehicle extending over sidewalk.
6. Each owner of a unit, subject to the Rules, Declarations and By-Laws, shall have the exclusive right to park no more than two (2) vehicles wide, on the unit owner's driveway and to park two (2) vehicles in the garage.
7. Permitted vehicles shall not be parked, maintained, or stored on a driveway or any other area reserved for the exclusive use of the unit owner without the express permission of the unit owner or tenant having the right to exclusive use, possession, and control of that area. Said vehicles must be parked so that each is aligned with the garage door and side of car door may not extend beyond side of garage door. No perpendicular parking is permitted.
8. Commercial vehicles may not be parked on driveways or in guest parking areas. Commercial vehicles are defined as but not limited to:

Fairfax Commons Condominium Association Rules and Regulations

- a. Any vehicle with lettering or numbering displayed on the exterior of the vehicle.
 - b. Any vehicle with pipe racks, ladder racks, tool racks or compartments or other exterior storage for commercial purposes.
 - c. Any vehicle classified as Class 2 or higher as classified by the State of Illinois.
 - d. Any vehicle manufactured for the purpose of serving as a vehicle to be used for commercial purposes, regardless of its actual use.
9. All vehicles on Fairfax Commons property must be fully operational and properly licensed. Vehicles **MUST NOT** be left unattended in a state of disrepair (including flat tires) or other hazardous conditions. Under no circumstances may vehicles be left unattended while on jacks or blocks.
 10. Common area parking is limited for guest use only. Temporary use of guest parking by permitted vehicles must be approved by the Board or its agent.
 11. It is the unit owner's and tenant's, as the case may be, obligation to notify their guests of the appropriate parking areas.
 12. The use of guest parking areas by guests of unit owners/tenants is limited to seven (7) consecutive days with approval by the Board and reported to the management company.
 13. Residents shall use driveways and garages of their units for primary parking of their own passenger vehicles. On street parking and parking areas shall be for guest parking only.
 14. Any vehicles used for storage of machinery, work materials, etc., is prohibited unless parked inside unit owner's garage with the door closed. Driveway parking for these vehicles is strictly prohibited.
 15. No auto repairs, including oil changes and other maintenance may be done outside the garage.
 16. No snowplows or lawn maintenance equipment other than those contracted by the Association are permitted on the streets or common areas of the Association.
 17. Vehicles used by vendors contracted by the Association or vehicles contracted by a unit owner for service provided to their unit are permitted on the driveway, guest parking and street for the time it takes to complete the service or during normal business hours.
 18. The Board reserves the right to have any vehicle in violation of the foregoing rules towed and the fees associated with such action will be a charge back to the unit owner.

WATER HEATERS, WASHING MACHINES AND WATER SOFTENERS

Where water heater, washing machines and water softeners are to be installed above all habitable areas, they shall be panned and connected to the floor drain. (Ord. 2014-46, 6-3-2014; and Ord. 2020-56, 6-16-2020)

The above applies to second floor units only.

Fairfax Commons Condominium Association Rules and Regulations

WINDOWS, SCREEN AND GARAGE DOORS

1. Maintenance of windows, screens, and garage, patio and storm doors are the responsibility of the unit owner.
2. The unit owner must completely and promptly repair windows, screens and garage, patio and storm doors that are in need of repairs.
3. An Exterior Modification Form must be completed and submitted to the management company prior to the replacement of the windows. The work must be performed by a duly licensed and bonded contractor who will present the management company with current licenses and permits. In order to maintain the aesthetics of Fairfax Commons the unit owner is responsible that the replacement windows and screens will be of the same type and style of window and screens being replaced.
4. **If any changes are made to the unit or property without the Board's written approval or found not to be with the aesthetics of Fairfax Commons, the Association reserves the right to have the unit owner restore the property to its original condition. All costs of the restoration will be at the owner's expense.**

GENERAL PROVISIONS

All expenses incurred by the Board in connection with the enforcement of the provisions of the Declaration and By-Laws, or Rules and Regulations including but not limited to court costs, attorney fees, all other fees and expenses, all damages, and any interest due the Association shall be charged to the defaulting unit owner.

All costs and fees for collecting delinquent assessments will be set forth in the Declaration.

These comprehensive Rules and Regulations shall be effective ten (10) days following notice to the unit owners which shall be given by mailing or delivering a copy of these Rules to the unit address, email address or to such other address which is on file with the Association.

Under no circumstances shall a unit owner be deemed to be grandfathered into an exemption from any of the Declarations, By-Laws, or Rules.

Fairfax Commons Condominium Association Rules and Regulations

Appendix A Violations and Fines

I. Notice of Violations

- A.** Violations notices are issued by the managing agent, or anyone authorized by the Board to do so to the party committing the violation or allowing his tenants, guests, invitees, or pets to commit a violation when one or more of the following occurs:
1. The Association received a signed witness statement (witness statement forms are provided by the managing agent at no charge, or complaint letter from a resident).
 2. A Board member or the managing agent provides a witness statement regarding an owner/occupant/guest based on his or her own observations.
 3. A written complaint is confirmed that a violation of one (1) or more sections of the Rules and Regulations has occurred. Date and time must be provided.
- B.** The alleged violator shall have fourteen (14) days following service of Notice of Violation required above to:
1. Correct the violation or
 2. Request a hearing.

If a violation is corrected, said determination to be made in the sole discretion of the Board the Notice of Violation will be dismissed and will not count as a violation for purposes of future fines set forth in Appendix A, IV. The request for a hearing must be made in writing and be delivered to the Managing Agent or a Board Member.

If a hearing is not requested, the Board shall declare default and impose appropriate fines in accordance with these Rules and Regulations following hearing.

II. Contesting a Violation

- A.** The Board of Directors or its duly authorized committee shall hold a hearing on all complaints where a written request for hearing has been received.
- B.** At the hearing, the person charged will have the opportunity to defend him or herself.

Fairfax Commons Condominium Association Rules and Regulations

- C. The findings from the hearing will be submitted to the Board of Directors for disposition at its next regularly scheduled meeting.
- D. The person signing the Witness Statement alleging a violation must be present or the Complaint/Witness Statement will be dismissed and cannot be brought again for the same violation at the same time and place, except in the event of a default, in which case the person signing the Witness Statement need not appear.
- E. The alleged violator may request, in writing, not less than four (4) days prior to the scheduled hearing, one (1) continuance of the hearing for a period not to exceed beyond the next scheduled Board meeting.
- F. If any resident is found guilty of a violation, the Board will notify the guilty party, in writing, and a fine will be charged to the assessment account of the owner of the unit in which the guilty person resides and collected with the monthly assessment.
- G. In the event of any violation of the Rules and Regulations, Declaration or By-Laws of the Association, the Board of Directors reserves the right to pursue any and all legal remedies to compel enforcement, legal and equitable. Any and all costs and attorney's fees shall be assessed back to the account of the offending owner at the time they are incurred.

III. Violation Notice Retention Period

- A. Each violation is retained for one (1) year.
- B. If corrective measures are taken and no other violations are issued within one (1) year period, previous violation(s) will not be considered on subsequent infractions of the Rules and Regulations.

IV. Fines

- A. Any violations of the Rules and Regulations will result in the following fines. Any expense incurred by the Association because of a violation(s) will be charged back to the unit owner in violation, including legal fees associated with collecting fines.

- | | |
|---------------------|-----------------------|
| 1. First violation | No charge ("warning") |
| 2. Second violation | \$50.00 |
| 2. Third violation | \$100.00 |
| 3. Fourth violation | \$150.00 |

Fairfax Commons Condominium Association Rules and Regulations

4. Each additional violation \$150.00
- B.** In the event of any ongoing and continuous violation(s), the Board reserves the right to levy a fine for each day the violation continues. The daily fines shall not exceed One Hundred Dollars (\$100.00).

Fairfax Commons Condominium Association Rules and Regulations

FAIRFAX COMMONS SATELLITE DISH INSTALLATION INSTRUCTIONS

Satellite dishes may be installed only on portions of property within the owner's exclusive use or control. The Board is requiring satellite dishes to be installed:

1. On the inside of a balcony post *within* the perimeter of the unit owner's balcony.
(Fig. 3 & 4)
2. On the second-floor fascia on the side of the building just below the roofline.
(Fig. 1 & 2)
3. On the second-floor fascia on the back of the building just below the roofline.
(Fig. 3 & 4)
4. On the first-floor fascia on the side of the building just below the roofline.
(Fig. 1)

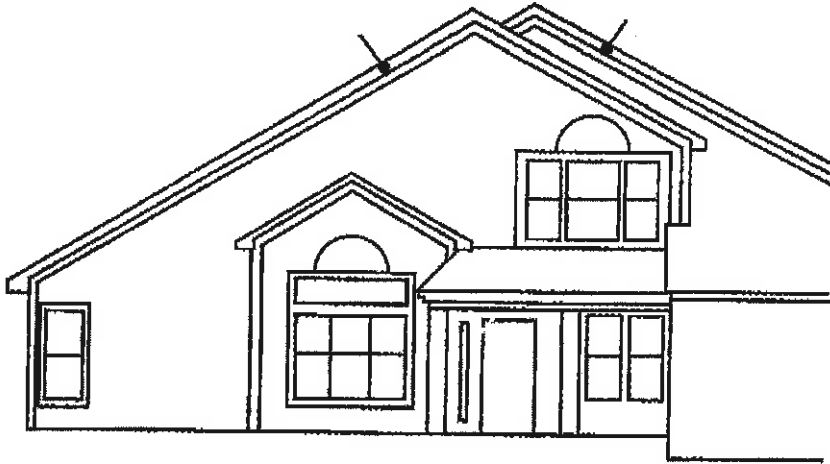


ARLINGTON MODEL

FIG. 1

Fairfax Commons Condominium Association Rules and Regulations

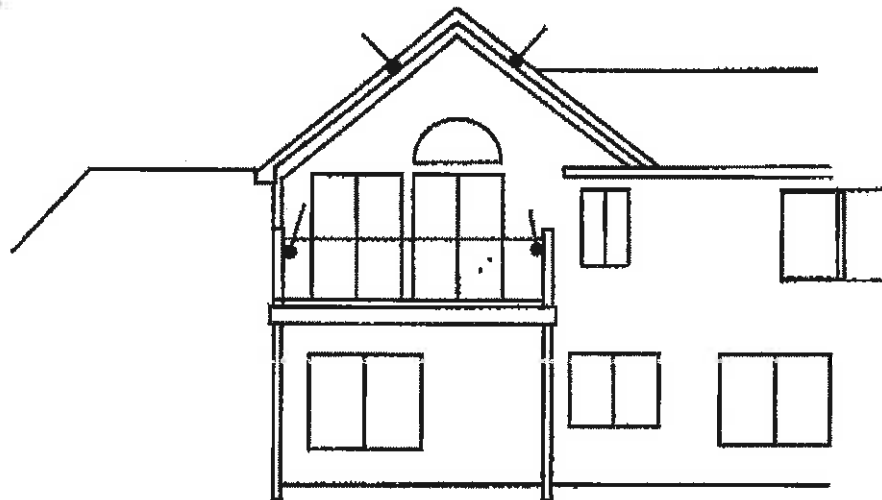
Installation on the roof surface, chimney, or overhanging a gutter is prohibited.



CAMBRIDGE MODEL

FIG. 2

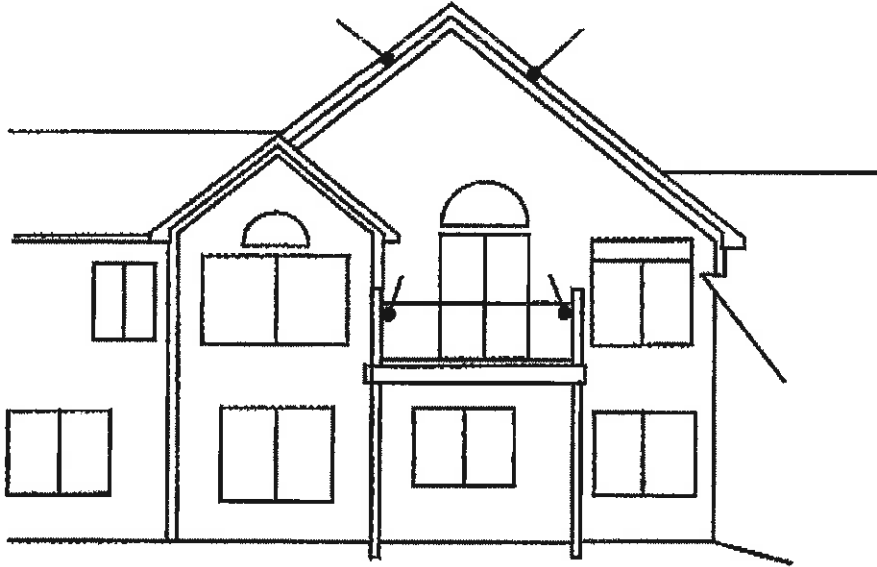
Installation on the roof surface, chimney, or overhanging a gutter is prohibited.



BRISTOL MODEL

FIG. 3

**Fairfax Commons Condominium Association
Rules and Regulations**



DOVER MODEL

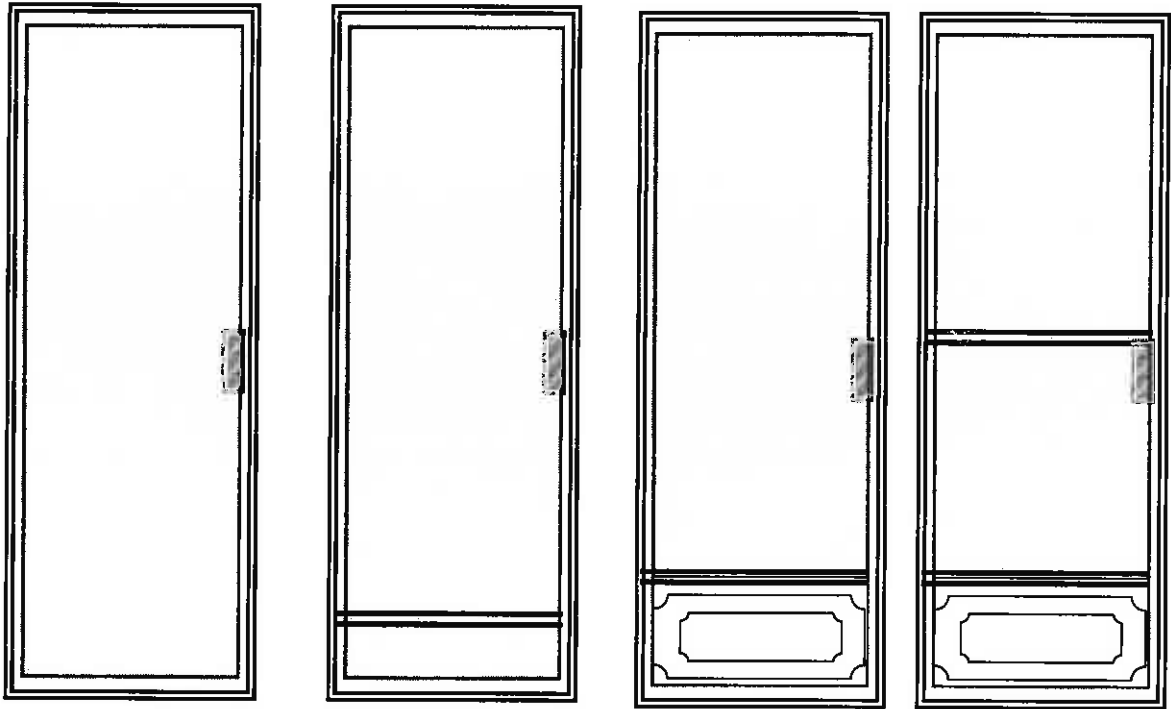
FIG. 4

Installation on the roof surface, chimney, or overhanging a gutter is prohibited.

Fairfax Commons Condominium Association Rules and Regulations

If you wish to install a storm door for your unit, you may do so provided that you follow the guidelines listed below:

STORM DOORS – STANDARD STYLES



STANDARD STYLES:

Above includes choice of deluxe antique brass lockset set with antique brass lockset with key lock.

STANDARD SIZES:

36" x 80", 32" x 30", 30" x 80"

STANDARD COLORS:

White / Almond Units 2 & 3 should match.

SIDELIGHTS:

STANDARD SIZES

2" x 80", 14" x 80"

STANDARD COLORS:

White

PATIO DOORS:

STANDARD SIZES:

5 ft. – 6 ft.
8 ft.
9 ft.
12 ft.

**Fairfax Commons Condominium Association
Rules and Regulations**

ADOPTED THIS 27TH DAY OF MAY 2021 AT BARTLETT, ILLINOIS.

Donna Donagio - President
Donna Donagio - SECRETARY
Elaine LaPine - Treasurer
Wynona Pugh - Director
Elaine LaPine, Director

Being a proper majority of the Board of the Association of the Fairfax commons Condominium Association.

**Fairfax Commons Condominium Association
Rules and Regulations**

VILLAGE OF BARTLETT

**PLEASE VISIT THE VILLAGE OF BARTLETT'S WEBSITE AT
village.bartlett.il.us FOR CURRENT VILLAGE ORDINANCES AS
WELL AS INFORMATION REGARDING THE VILLAGE'S WASTE
REMOVAL AND REYCLING PROGRAM**

.....
**AMERICAN PROPERTY MANAGEMENT COMPANY
OF ILLINOIS, INC.**

**1251 N. PLUM GROVE ROAD, SUITE 140
SCHAUMBURG, ILLINOIS 60173**

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