

Woodland Hills Homeowners Association

NOTICE TO ADOPT REVISED RULES AND REGULATIONS

April 21, 2016

Dear Woodland Hills Homeowners:

The current Rules and Regulations document (version 2.2) for the Woodland Hills Homeowners Association was adopted by the Board of Directors on March 6, 2014. From time to time, it is important to update association documents to ensure they address current issues and that they are consistent with current laws. As a result of a recent review, several updates have been incorporated into the Rules and Regulations.

Enclosed you will find those pages of the Rules and Regulations that have changed. Please replace the corresponding pages in the document that you have with these new pages. If you no longer have the paper version, the revised Rules and Regulations will be uploaded to the association's website after they are adopted and will be available for downloading and printing. Below is a table that describes what has changed:

Page	Sec/Item	Description of Change
cover		Changed the adopted and effective dates of the document
TOC		Updated titles and page numbers to correspond to changes in the document
3	IV - A	Added verbiage to further define the common area related to landscaping
4	V - B	Made minor wording changes to the first paragraph. Also, added an additional paragraph which clarifies time constraints related to all architectural approvals.
6	V - I	Added a requirement for homeowners to present any variance requests related to fencing to the Board in person
6	V - K	Changed rules related to grills and added rules related to fire pits
8	V - U	Reduced the number of days a storage pod can remain on the driveways from 45 days to 10 days which is consistent with village ordinance.
9	V - V	Revised rules for signage including size and number of signs allowed
19		Modifications were made to steps 2 – 5 of the enforcement policy
21		Changed/Increased some of the administrative fees and fines

This new version of the rules (version 3.0) will officially be adopted at the May 4th, 2016 Board meeting and will become effective on June 1st, 2016. You are invited to attend the May 4th Board meeting so that the Board can address any questions you may have. It will be held after the annual meeting which will begin at 6:30 pm at the Fox River Fire Station #3 which is located at 34W500 Carl Lee Road, St. Charles, IL.

Version 3.0 of the document will supersede all previous rules and regulations. Please take the time to read it and to become familiar with its contents. All homeowners living in our community, including townhome owners, will be expected to abide by these new rules.

We appreciate the cooperation of everyone in following these rules as a combined effort in keeping Woodland Hills a beautiful community.

Sincerely,

The Board of Directors of
Woodland Hills Homeowners Association

c/o Premier Community Mgmt LLC * P.O. Box 5236 * Elgin, IL 60121
Phone 847-428-7140 * Fax 847-428-7183

- N. Prior written consent or approval in all sections of this document means a letter or email, signed by the Board's agent, dated, sent and received prior to the event or activity in question which expressly authorizes the specific event or activity requested. The Board will keep a copy of the letter or email in its file. Only that which is expressly authorized will be allowed. The Board, in its sole discretion, will determine what is authorized and may withdraw or change the authorization at any time. Approval, consent or authorization does not create a vested right.

II LAKES AND PONDS

- A. No person is allowed to enter into or upon any lakes, ponds or waters on the common area for any purpose such as swimming, boating or other activities. No person may enter onto or upon any frozen waters to skate, fish, slide, walk or any other purpose whatsoever.
- B. Woodland Hills residents are allowed to fish from the shoreline only, using the catch and release method, and in full compliance with rules posted for such usage. Intrusion onto or affecting the private property or residences adjacent to the lakes/ponds is prohibited. Rules of conduct prohibiting the activities noted above, as well as those prohibiting rock throwing and littering are posted. Violators may be subject to monetary fines.

III BICYCLES

- A. Bicycles may be used on paved areas only.
- B. Bicycle riding in the Common Area is prohibited after sundown or before sun up, except for bicycles equipped with a functioning white light in front, which is on and visible at least twenty feet away, as well as a red light or reflector on the back which is visible at least twenty feet away, at all times.
- C. Overnight parking of bicycles is permitted only on the backyard patio and is limited to six in number.

IV LANDSCAPING

- A. The Association is solely responsible for maintenance of all landscaping of the Common Areas as defined in the Declaration, including all landscape, drainage and berming easements created by recorded plat, plan or other documents. All Board decisions will be carried out without interference from homeowners.
- B. No trees, shrubs or other plantings of any kind may be planted in or removed from the Common Area without the express written consent of the Board.
- C. No planting of any kind may be placed on any lot in such a manner as to interfere with the use of the neighboring residences or the Common Areas, or to present any visual safety hazard.
- D. Foliage and landscaping must be neatly maintained.

Additionally, all owners and residents must comply with all rules and regulations related to landscaping contained in the following section regarding architectural controls and guidelines.

V. ARCHITECTURAL CONTROLS AND GUIDELINES

A. Overview

Woodland Hills is an Association-managed community with established controls and guidelines that are binding on all lots and run with the land. These provisions are contained in the Declaration and these rules are disclosed to each homeowner at the closing of the sale and purchase of their property. The purpose of the Association and its controls and guidelines is to operate and maintain the Common Areas, including the lake and ponds and to preserve the attractive look and harmony of our community. Please be sure to review the controls and guidelines contained in these Rules and Regulations, as well as the Declaration. These Rules and Regulations apply to all lots, residences and residents in Woodland Hills.

Note to Townhome Owners:

The townhomes are subject to additional controls in addition to these Rules and Regulations. Please review the townhome rules, controls and guidelines.

B. Architectural Approvals

In most instances, approval is required from the Woodland Hills Board for requested alterations homeowners would like to perform on their property. The Board's consent is in addition to any permit required by the Village of Bartlett.

Be sure to review these Rules and Regulations to determine the specific requirements for your project. A copy of the Woodland Hills architectural forms to request approval for alterations can be found on the Association website, <http://www.woodlandhillshoa.com>. Homeowners who do not have access to the internet should contact the Management Company to obtain a copy of the forms.

Please note that all projects must be completed within 6 months of the approval date because approvals expire. Any projects not started within 6 months of the approval date must be re-submitted and re-approved. Any project not finished within 6 months of the approval date may be subject to fines.

C. Enforcement

Each homeowner is responsible for adhering to the controls, guidelines and regulations specified in these Rules. The controls, guidelines and regulations have been developed with input from the residents and the Board's best judgment to set a standard for the appearance of the Association and community while still allowing for individuality and character of properties.

These controls and rules are intended to be fair and will be applied equally to all residents and the use of their property. They will be enforced in accordance with any and all enforcement remedies available to the Association as set forth in these Rules and Regulations or in the Declaration and By-laws. Warnings and fines will be issued as determined by the Board of Directors of Woodland Hills Homeowners Association. The enforcement policy and fine schedule are located in a separate section of this document.

I. Fences

Prior to the installation of a fence on the lot, the owner or resident must obtain all necessary and required permit(s) of the Village of Bartlett, and must comply with all Village requirements and ordinances.

Please see the allowable fence specifications in Appendix A of this document.

If a homeowner would like to request a variance from the allowable fence types specified in Appendix A, the homeowner must submit all necessary architectural request forms to the Woodland Hills Board of Directors for consideration and present the application to the Board at the next scheduled Board meeting. All necessary approvals for the variance must be obtained prior to commencing any work

J. Flagpoles

Flagpoles may not be placed in any easement area or within fifteen (15) feet of the platted property line of the lot, and may not exceed fifteen (15) feet in height.

K. Grills / Fire Pits

Grills and fire pits may only be installed in the back yard of each home. The owner or resident is responsible for the proper installation and maintenance of each. Grills and/or fire pits may not be installed in the front yard of any residence or in any Common Area. Although the Board recognizes that grills or temporary fire pits may be used in the front of homes on occasion, they should not be left in the front of homes after use.

L. Heating and Air Conditioning Units

All heating and air conditioning units must be located on the side or rear areas of the residence and are not permitted in or on front yards.

M. Landscaping

1. The planning or addition of any landscaping on a lot which extends into, on or within the boundaries of a neighbor's lot, or which can at maturity extend into, on or within the boundaries of a neighbor's lot is not permitted.
2. Any landscaping which changes the grade of the property requires a permit from the Village of Bartlett and is not permitted without proper express written consent of the Board.
3. Excessive lawn ornaments, as determined in the sole discretion of the Board, are not permitted. Any ornament which, in the sole discretion of the Board, is determined to cause a nuisance or disturbance must be removed upon notice from the Board to the owner or resident.
4. Exterior lighting may not cause a nuisance or disturbance to any other resident. Exterior lighting may not impose, interfere with or intrude upon neighboring property or the Common Area.

N. Laundry

Permanent laundry poles and laundry lines are not permitted.

S. Satellite Dishes and Television Antennas

1. No radio or television receiving or transmitting antennas, or other external apparatus, including external wires, may be erected or attached to the exterior of any home or building, with the exception of satellite dishes. Satellite dishes must be installed according to satellite dish rules below.
2. The dish should be installed such that it cannot be observed from the street or the front of the home.
3. The dish is to be white, beige, or grey in color.
4. Wires for the dish must match existing siding and be hidden from sight.
5. Maximum dish size must not exceed 1 meter in diameter.
6. Installation must be in compliance with any local ordinances, codes or regulations.
7. For safety reasons, satellite dishes should be installed by a licensed, insured contractor.

T. Seasonal Decorations

1. Seasonal decorations may be installed no earlier than one (1) month prior to and must be removed no later than one (1) month after the date of the holiday, unless removal is prevented by inclement weather in which case removal must occur as soon as weather permits, but in no event more than sixty (60) days after the holiday.
2. No decorations which create a safety hazard or a nuisance will be permitted.
3. Owners have full responsibility for properly and safely disposing of seasonal decorations.
4. In the event that decorations are not removed within the time period provided, the Association may see to such removal. All costs and expenses from damage or removal costs incurred by the Association will be charged to the owner and will constitute additional common expense attributable to that owner.

U. Sheds and Storage

1. Only one (1) shed is allowed on each lot. Prior to the replacement or installation of any shed, the owner or resident must obtain all necessary and required permit(s) from the Village of Bartlett, and must comply with all Village requirements and ordinances.
2. The standard shed permitted is one with siding and roofing materials and is of a color that matches the existing residence. The standard shed may be no larger than ten feet wide by twelve feet long and may not exceed twelve feet in height. Items that cannot fit within the shed parameters may require offsite storage.
3. Sheds must have a base or foundation of poured cement, cement block or post and beam construction. If the shed is not at ground level, back fill with suitable materials such as gravel, or an appropriate skirt, must be installed to deter and prevent animal habitation under or around the shed.
4. Per village ordinance, storage pods and/or dumpsters are permitted on individual driveways provided they are removed within 10 days from delivery. Homeowners are required to notify management of the start and end dates in writing prior to delivery of these items.

V. Signs and Temporary Structures

1. All types of signs, advertisements and notices, political, commercial or personal, are strictly prohibited from display in the Common Area. The Board and/or its agent reserve the right to remove and dispose of any signs placed in the Common Areas.
2. No signs of any kind may be erected, placed or permitted on any individual lot, except:
 - (i) A family name designated on a residence provided that it is not more than 144 square inches in size.
 - (ii) A maximum of two (2) signs indicating a home is "For Sale" is permitted. Individual signs cannot exceed 36 x 24 inches. Total signage cannot exceed 6 square feet. Signs must be consistent with the architectural integrity of the property as may be determined by the Board.
 - (iii) A maximum of two (2) real estate "open house" signs may remain in place for the duration of the open house showing for up to two days.
 - (iv) Political signs pertaining to a pending election are allowed on individual homeowner lots for a period of thirty (30) days prior to the day of the vote. Individual signs cannot exceed 24 x 18 inches. Multiple signs for the same candidate are not allowed.
3. Any sign permitted by these rules that is determined, by the sole discretion of the Board, to be unsightly, offensive or to cause a nuisance, must be removed immediately upon written notice from the Board or Board's agent to the owner or resident.
4. No structure of a temporary nature may be erected on any lot or Common Area without previous permission of the Board.
5. Per village ordinance, no more than a total of 4 temporary signs are allowed at any time.

W. Swimming Pools

1. Prior to installation of any swimming pool and/or related items such as decks, the owner or resident must obtain all necessary and required permit(s) of the Village of Bartlett, and must comply with all Village requirements and ordinances with respect to installation and usage of the pool. In addition, the homeowner must submit all necessary architectural request forms to the Woodland Hills Board of Directors and obtain Board approval prior to installation.
2. The total amount of space occupied by all combined swimming pool improvements (including the pool, decking, equipment, etc.) must be less than one-half (1/2) of the total back yard space of the lot.
3. Pool fences may not be chain-link, and must be of a color consistent with the existing residence. If the fence is within ten (10) feet of the property line, the fence must also comply with the Rules and Regulations regarding Fences as defined in the Fence section of this document.
4. All above ground pools must be landscaped in such a manner as the landscaping screens the pool, pumps and any other accessories.

ENFORCEMENT POLICIES

If an owner, tenant or guest of a homeowner is responsible for a violation of any of the provisions of the Declaration and/or any of the Rules and Regulations of the Association, the following process or a portion of the following process will occur:

1. The homeowner/violator will be sent a courtesy letter indicating that a violation has been observed and that action should be taken to rectify the situation. Once the situation is rectified, the homeowner should notify the management company that they have rectified the violation in writing (via email, fax or postal mail). If the homeowner can not resolve the issue quickly, they should contact management to acknowledge that a letter was received and inform management of their action plan. The homeowner will NOT be charged an administrative fee for the issuance of this letter.
2. If the issue is not rectified in a timely manner or if the homeowner ignores the courtesy letter, a warning letter will be sent. Once the situation is rectified, the homeowner should notify the management company that they have rectified the violation in writing (via email, fax or postal mail). The homeowner will be charged an administrative fee for the issuance of this letter. Fees are detailed in the Administrative Fee section of this document.
3. If the violation is not rectified and/or the warning is ignored, a violation letter will be sent and the homeowner will be required to attend a violation hearing. The date, time and location of the hearing will be detailed in the violation notice. Violation hearings typically occur during the Executive Session of the next scheduled Board meeting. The homeowner will be charged an administrative fee for the issuance of this letter. Fees are detailed in the Administrative Fee section of this document.
4. The homeowner in violation should attend the hearing. If a homeowner is unable to attend the hearing a response should be sent to management in writing (via email, fax or postal mail) so that it can be presented to the Board of Directors. The response must be received by management no later than 5 days prior to the scheduled hearing date. Hearings will occur whether or not a homeowner is present. At the hearing, the Board has the authority, at its discretion, to continue the hearing without further notice whether at the request of the owner or upon the Board's own motion. Should no protest be filed, or if the owner fails to attend the hearing, the allegations in the Notice of Violation may be, at the Board's discretion, taken as confessed. Should a protest be filed or if the owner attends the hearing, the Board will hear and consider arguments, evidence of statements regarding the alleged violation.
5. After the violation hearing, a Notice of Determination will be sent to the homeowner. The notice will detail the Board's determination, as well as any fines that have been assessed to the homeowner. The homeowner will NOT be charged an administrative fee for the issuance of this letter.
6. The decision of the Board is final and binding on the owner. Fines vary based on the type and frequency of the violation. Fines are detailed in the Fine Schedule and Administrative Fees section of this document.

FINE SCHEDULE AND ADMINISTRATIVE CHARGES

ADMINISTRATIVE FEES

The following administrative fees have been established effective as of January 1, 2011. They are subject to change.

Declaration / Rule Infraction Related:

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| • Courtesy Letter | No Charge |
| • Warning Letter | \$30 |
| • Violation Letter | \$30 |
| • Notice of Determination | No Charge |

Assessment Account Related:

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| • Late Payment Fee | \$25 per month |
| • Returned Check Fee | \$30 per item |
| • Collection Letter / Notice of Turnover to Legal | Up to \$100 |
| • Account Turnover to Legal for Collection | Up to \$150 |

FINE STRUCTURE

There are two types of fines – “per occurrence” and “daily”. The Board has total discretion as to which type of fine is assessed to a violation.

For example, if a homeowner were to leave their garbage can out at the curb after the collection day, but returned it to its proper location within a day or two, they Board may choose to assess “per occurrence” fine. “Per Occurrence” fines are detailed below:

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| • First Occurrence of a particular violation | \$50 |
| • Second Occurrence of same violation | \$100 |
| • Third Occurrence of same violation | \$150 |
| • Subsequent Occurrences of same violation | At Board Discretion |

However, if that homeowner left their garbage cans out in a visible location on a continual basis, the Board may choose to assess a “daily” fine until such time as the garbage cans were removed and stored in a non-visible location. Daily fines can range from \$1 - \$5 per day depending on the severity of the violation.