

# LAKEVIEW AT WOODLAND HILLS TOWNHOUSE ASSOCIATION



## RULES & REGULATIONS

**Adopted: January 27, 2016**  
**Effective: March 1, 2016**

# LAKEVIEW AT WOODLAND HILLS TOWNHOUSE ASSOCIATION RULES & REGULATIONS

## INTRODUCTION

Townhome living requires certain rules in order for each of the residents to enjoy the maximum benefits of their home without interfering with the rights of other residents to fully enjoy their homes. It is the policy of the Board of Directors to establish the minimum number of Rules and Regulations for the Lakeview at Woodland Hills Townhouse Association as necessary to achieve this goal.

The Rules & Regulations, including rights and obligations, which each owner accepted when they purchased their home are set forth in the Declaration of Covenants, Conditions, Restrictions and Easements ("Declaration"). In accordance with the relevant provisions of the Bylaws, the Association Board may adopt and amend such reasonable Rules and Regulations as it may deem advisable for the maintenance, administration, management, operation, use, conservation and beautification of the Property, and for the health, comfort, safety and general welfare of the owners. Article II, Section 7 (o)

Furthermore, in accordance with the Illinois Common Interest Community Association Act, the Association Board has the right to levy and collect reasonable fines from its members for violation of its Declaration, Bylaws, and Rules and Regulations, provided that the owner is given notice and an opportunity to be heard prior to the issuance of the fine. Section 1-30 (g)

Effective enforcement of the Rules and Regulations requires the participation and cooperation of all residents of the community. While the Board and property manager will do their part to ensure that the Rules & Regulations are enforced, it is impossible for them to act (nor do they want to act) as a police department. If you have an issue with your neighbor, please try to discuss it with them before notifying the Board or the property manager. Many formal warnings can be avoided by effective communication between townhome owners. If, however, a real problem exists, townhome owners should inform the Board so that appropriate action can be taken.

This document has been reviewed by legal counsel and adopted by the Board of Directors. The information contained herein is for the benefit of the townhome owners, residents and the property management company to ensure better understanding and cooperation of all concerned. Repeated violations of these Rules and Regulations will result in appropriate legal action being taken by the Board.

It is our hope that all townhome owners do their best to follow these Rules and Regulations. By working together, we can ensure that Lakeview at Woodland Hills remains a desirable place to live.

The Board of Directors  
Lakeview at Woodland Hills Townhouse Association

# LAKEVIEW AT WOODLAND HILLS TOWNHOUSE ASSOCIATION RULES & REGULATIONS

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The following forms are available on the association's website at [www.lakeviewtha.com](http://www.lakeviewtha.com):

- Homeowner Information Form
- Tenant Information Form
- Rider to Lease
- Dog Registration Form
- Architectural Improvement Application
- Architectural Control Agreement
- Architectural Indemnity Agreement
- Responsibility Waiver for Retractable Awnings

# LAKEVIEW AT WOODLAND HILLS TOWNHOUSE ASSOCIATION RULES & REGULATIONS

## I. PURPOSE

The purpose of the Lakeview at Woodland Hills Townhouse Association Rules & Regulations is to protect the townhome owners' individual and vested interest in maintaining an environment of quality, safety, and uniformity with a high degree of consideration for one's neighbors and to enhance the living conditions at Woodland Hills.

The Board of Directors of the Association is responsible for maintaining and enforcing the rules governing the care, upkeep, maintenance, use and appearance of the unit exteriors and the common areas of the property. They are also responsible for maintaining control over the architectural design of all buildings and structures so as to preserve the integrity of the property.

These Rules & Regulations have been approved by the Board. The Board believes these Rules & Regulations represent an equitable balance between the interests of individual townhome owners and the interests of the Lakeview at Woodland Hills community as a whole.

Townhome owners should keep in mind that this document is just one of the many documents governing the use and occupancy of their property. Townhome owners are governed by all of the following documents:

- The Declaration of Covenants, Conditions and Restrictions for Woodland Hills HOA, and any amendments thereof
- The Bylaws for Woodland Hills HOA and any amendments thereof
- The Woodland Hills HOA Rules & Regulations v2.2 (effective 4/1/2014) and any version of the rules that supersede version 2.2
- The Amended and Restated Declaration of Covenants, Conditions, Restrictions and Easements relating to Lakeview at Woodland Hills Townhouse Association
- The Amended and Restated Bylaws of the Lakeview at Woodland Hills Townhouse Association
- The Lakeview at Woodland Hills Townhouse Association Rules & Regulations

All of the above documents can be found on the association's website at [www.lakeviewtha.com](http://www.lakeviewtha.com).

## **II. GENERAL RULES**

- A. Each townhome owner must maintain his/her home in good condition at his/her expense and will not do nor allow anything to be done in his/her home, building exterior or lot which may increase the cost of or cause the cancellation of insurance on other townhomes or the common areas.
- B. Each townhome owner is responsible for the actions of himself/herself and his/her family members, guests and tenants.
- C. No part of the property or home shall be used for other than housing and related common purposes for which the property/home was designed. However, home offices are permitted.
- D. Equipment of any type, including sports equipment, may not be permanently stored on or under decks/patios or affixed to the exterior walls of any building. Such items must be portable and stored indoors or in the garage of the home after 9:00 pm.
- E. See Appendix A of this document for the Maintenance Responsibility Table which summarizes townhome owner and association maintenance responsibilities.

## **III. BUILDINGS**

- A. In an effort to control assessments, the Board expects that all townhome owners will perform simple and ordinary maintenance on the exterior of their own units. This includes picking up their own garbage, watering their own landscaping, as well as cleaning windows, window screens, doors, patios, decks, etc. and keeping them in good repair.
- B. The exterior light fixtures are provided for uniform safety of the residents. Townhome owners are expected to ensure that burnt bulbs are replaced and the fixtures are kept clean.
- C. Each townhome owner is responsible for cleaning his/her own dryer vent – both inside and outside. The Association strongly recommends annual dryer vent cleaning from a qualified professional.
- D. Window air conditioners are not permitted.
- E. Overhead garage doors should be closed completely when not in use. This is necessary to present an attractive appearance to the property, to restrict rodent entry and to prevent pipes from freezing during cold weather. It is also a theft deterrent.
- F. To prevent infestation of insects to the townhome owner and to adjacent units, storage of firewood in garages is not permitted.
- G. Townhome owners are expected to give careful thought to proper storage of all items stored in their garage, especially those items of a flammable or combustible nature.
- H. Exterior plastic sheeting may not be affixed to any portion of the exterior of the building. Plastic sheeting material to shield against drafts and cold is permitted on the inside of the home only.

#### IV. EXTERIOR BUILDING MODIFICATIONS

- A. No permanent alterations or changes in appearance may be made to the exterior of the buildings, unless otherwise permitted by the rules and/or approved by the Board. This includes but is not limited to skylights, solar panels, sunshades, shutters, decks, patios and retractable awnings.
- B. Attachment of any objects to the exterior of the building is prohibited with the exception of approved retractable awnings and flags.
- C. Reasonable sized flags / flagpoles may be attached to the wood trim of the building next to the garages using small/medium sized brackets. All displays must be in accordance with generally accepted community standards. **Please see Article X, Section 16 of the Association's Amended and Restated Declaration & Bylaws.**
- D. Nothing may be attached to any building in such a way as to damage existing siding and trim.
- E. Maintenance and replacement of the roofs are an association responsibility, therefore attachments to the roofs are not allowed.
- F. Radio or television receiving or transmitting antennas, and/or other external apparatus, may not be erected or attached to the exterior of any building. Antennas and satellite dishes may only be attached to privacy fences and/or installed on poles. Satellite dishes must be installed according to satellite dish rules. **Please see the Satellite Dish section of this document for specific rules related to the installation of satellite dishes.**
- G. Only approved retractable awnings may be installed to cover patios and decks. Awnings, canopies, or similar overhangs of any type are not permitted anywhere else on the building. **Please see the Retractable Awning section of this document for specific rules related to the installation of retractable awnings.**
- H. Storm doors are permitted but must be metal, in a white or hunter green color. In order to install a new storm door, the townhome owner must receive prior Board approval by submitting architectural improvement forms.
- I. *The construction of such items as sheds, permanent gazebos, hot tubs, dog runs, animal pens, swing sets, play sets, sand boxes, trampolines, swimming pools, etc. are not permitted.*
- J. With the exception of the installation of satellite dishes and flagpoles, if any changes are made to the building exterior or property without the Board's prior written approval, the Association may, upon reasonable notification to the townhome owner, restore the area to its original condition. All costs of the restoration will be the townhome owner's responsibility.

**See the Association's website for all architectural improvement forms.**

## V. DECKS

- A. Individual townhome owners are responsible for the maintenance, repair and replacement of their deck at their own expense.
- B. Deck replacements must be performed according to the Deck Specifications which can be found on the association's website. The only acceptable and approved material is TREX composite decking and the only approved and acceptable color is Trex Select Pebble Grey.
- C. All plans to modify or replace a deck must be submitted to the Board, along with all applicable architectural improvement forms, for review and approval prior to the start of work to ensure the deck complies with all specifications and will not detract from the harmony of the property. **(See the Association's website for all architectural improvement forms)**
- D. The Association and/or the managing agent will not make recommendations of vendors for deck replacements. However, management does keep a list of vendors who have performed deck replacements within the community and will provide the list to any townhome owner upon request. Townhome owners are expected to perform their own due diligence and should check references of vendors before hiring them. The Association and the managing agent cannot be held responsible or liable for the structural integrity of the installation or the work performed.
- E. All decks must comply with the Village of Bartlett's ordinances and building codes. If approved by the Board, a permit must be obtained from the Village of Bartlett prior to deck construction.
- F. Before replacement of any deck begins, all utilities must be properly surveyed. Contact J.U.L.I.E by dialing 811 for additional information.
- G. Routine deck maintenance is the townhome owner's responsibility. The Board or the Association's managing agent may inspect decks to determine if cleaning, repairs or replacement is needed. However, they are not liable for any potential claims should inspections not be performed. If cleaning is necessary, the townhome owner will have 14 days to perform the cleaning. If repairs or replacement is required, the townhome owner will have thirty (30) days to rectify the situation.
- H. The area under the decks should remain clean and free of clutter and not be used as a permanent storage area. Gardening supplies, equipment and other materials should be properly stored out of sight.

## VI. PATIOS

- A. Individual townhome owners are responsible for the maintenance, repair and replacement of their patios at their own expense. If a patio or rear stoop falls into disrepair and the homeowner refuses to repair/replace it, the association can perform the necessary maintenance and charge the cost back to the homeowner.
- B. The Board has established criteria for which patio extensions or new patios will be approved. The townhome owner is strongly urged to consult with the management company before designing the proposed extension or new patio.
- C. All plans to install, extend or replace a patio must be submitted to the Board, along with all applicable architectural improvement forms, for review and approval prior to the start of work to ensure the patio complies with all requirements and will not detract from the harmony of the property. **(See the Association's website for all architectural improvement forms)**
- D. If a patio does not already exist on a home's lot, one may be constructed providing the Board approves its initial location.
- E. All patios must be at least two (2) feet away from the lot line and extend no further than twenty (20) feet from the rear of the building line. For those homes with privacy fences, patios must be a minimum of 6" away from the privacy fence.
- F. Patios may not be permanently enclosed.
- G. The patio may consist of concrete, cobblestone, interlocking brick, or decorative stone construction.
- H. The installation of the patio must be made by a qualified, licensed and insured contractor. The townhome owner is responsible for any damage to the property caused by the contractor and/or related to the installation.
- I. All patios must comply with the Village of Bartlett's ordinances and building codes. If approved by the Board, a permit must be obtained from the Village of Bartlett prior to construction.
- J. Before extension of an existing patio or installation of a new one, all utilities must be properly surveyed. Contact J.U.L.I.E by dialing 811 for additional information.
- K. The Association and/or the managing agent will not make recommendations of vendors for patio installation or replacements. However, management does keep a list of vendors who have performed patio installations within the community and will provide the list to any townhome owner upon request. Townhome owners are expected to perform their own due diligence and should check references of vendors before hiring them. The Association and the managing agent cannot be held responsible or liable for the structural integrity of the installation or the work performed.



## VII. FENCES

- A. As the association is responsible for landscape maintenance, fences may not be installed on any part of a townhome owner's lot.
- B. Some homes were built with short privacy fences adjacent to the patio. These privacy fences are permitted. Although the association is responsible for repairs and maintenance of these fences, the townhome owners are expected to keep them clean and free of debris.
- C. Any damage caused by the homeowner to the privacy fences will be repaired by the association with the costs charged back to the homeowner. When installing satellite dishes, hanging baskets and other items on fences, consider the individual weight of items, the combined weight and the number of items.

## VIII. LANDSCAPE ADDITIONS

- A. The Association is responsible for the maintenance and replacement of trees, shrubs, grass, and all other landscaping around the townhome units, as well as the common areas. However, replacement of trees and shrubs is at the sole discretion of the Board of Directors. The Board may choose to not replace a tree or shrub and install sod or apply mulch instead. Decisions are based on surrounding landscaping, location of tree or shrub and availability of funds in the budget.
- B. The Association currently performs two (2) tree trimmings per year - one (1) in mid-summer and one (1) in late fall. Exceptions may be made based on requirements.
- C. The planting of flowers and shrubs by townhome owners is permitted providing it does not interfere with the Association's ability to maintain the property. The townhome owner, not the landscaping company, shall be responsible for the care and maintenance of any annual plants that they install.
- D. Lawn/Landscape lighting is permitted, but must be maintained and repaired by the townhome owner. The association and its contractors are not liable for damage to them.
- E. In order to alter landscaping, the townhome owner must submit architectural improvement forms and receive Board approval prior to installation. **(See the Association's website for all architectural improvement forms)**
- F. Before installation of any landscaping, all utilities must be properly surveyed. Contact J.U.L.I.E by dialing 811 for additional information.
- G. Permanent, in-ground vegetable gardens are not permitted. Fruits and vegetables planted in pots are permitted on patios and decks.
- H. Plants or vines that attach or cling to the exterior structure of the building are not permitted.
- I. Any lawn damage caused by pets, children, or negligence is the responsibility of the townhome owner. The townhome owner will be notified that damage has occurred and will be given a directive to repair the damage within a specific timeframe. If the damage is not repaired within the specified timeframe, the turf will be replaced/repared by the Association and all costs associated with the repair/replacement will be charged to the townhome owner.

## **IX. GUEST PARKING AREAS**

- A. Regular daily use of a guest parking area by an individual townhome owner is not permitted. A warning violation sticker may be affixed to the owner's vehicle.
- B. Visitors may use a guest parking space for 24 hours. Permission for guest vehicle parking in excess of 24 hours must be obtained through the managing agent and be approved by the Board.
- C. Approval from the Board is required for use of a guest parking spot for periods longer than a week. Townhome owners must contact the property management company for approval and to obtain a parking permit.
- D. A commercial vehicle may park in the guest parking areas so long as such parking is only for the period of time necessary to provide the service to a nearby townhome owner.
- E. The Association may allow a commercial vehicle (such as a vehicle used for snow removal) access to a designated guest parking space for an extended period of time, for the purpose of allowing a contractor greater efficiency and timeliness in servicing the entire townhome community. The Association will have the contractor rotate the site or location of the vehicle so as not to monopolize the space, nor compromise the aesthetic appearance of the surrounding townhomes over a long period of time.

## **X. VEHICLES**

- A. Recreational vehicles such as campers, boats and trailers may not be parked or stored on driveways or on the common areas.
- B. Commercial vehicles are not allowed to be parked on individual driveways for extended periods of time or overnight. Commercial vehicles owned by townhome owners must be parked and stored within the garage.
- C. Abandoned vehicles will be reported to the proper authorities. An abandoned vehicle is one in a state of disrepair and is incapable of being driven in its condition, one that has not been moved for two (2) days or more and is apparently deserted, or one that does not have a current valid vehicle license plate.

## **XI. SHEDS AND STORAGE**

- A. Sheds are not allowed anywhere on the property.
- B. Small storage bins are permitted under decks and on patios.
- C. Storage PODS and dumpsters are temporarily permitted on the townhome driveways provided plywood is placed beneath each corner to protect the driveway and provided they are removed within 30 days from delivery. Townhome owners are required to notify the property management company in writing prior to delivery of these items. Notification must include the delivery and pick-up dates.

## **XII. SIGNS**

- A. No signs of any kind shall be erected, placed or permitted on the townhome's lot, exterior walls, or windows except as follows:
  - 1. A maximum of two (2) "For Sale" signs, 24 x 24 inches, may be placed on the inside of two windows.
  - 2. A maximum of two (2) real estate "open house" signs may remain in place for the duration of an open house showing for up to two (2) days.
  - 3. Political signs pertaining to a pending election are allowed on the lawn during the thirty (30) day period prior to the day of the vote, provided they are not larger than 240 square inches each or approximately 15 1/2 x 15 1/2. Political signs must be removed within 24 hours of the election.
- B. The Board and/or its agent reserve the right to remove and dispose of any signs placed in the common areas and/or the landscaped areas around the units.
- C. For additional information and clarification regarding signs, refer to the Woodland Hills Rules & Regulations document, Section V - item V.

## **XIII. LAKES AND PONDS**

- A. No person is allowed to enter into or upon any lakes, ponds or waters on the HOA common area for any purpose such as swimming, boating or other activities.
- B. No person may enter onto or upon any frozen waters to skate, fish, slide, walk or for any other purpose whatsoever.
- C. Woodland Hills and Lakeview 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.
- D. Violators may be subject to monetary fines.

## **XIV. TRASH PICK-UP AND STORAGE**

- A. Garbage and recyclables are picked up weekly and may be placed at the curb no earlier than 6:00 pm on the day preceding pick up.
- B. Empty garbage and recycle containers must be removed from the curb and returned to garages no later than 9:00 am the day following pick up.
- C. During the week in which a national holiday (Memorial Day, July 4th, Labor Day, Christmas and New Year's Day) occurs, trash pick-up may be delayed by one day. In these instances, trash cans and recycle bins should be placed on the curb the night prior to pick up after 6:00 pm and removed no later than 9:00 am the day following pick-up.
- D. Trash cans and recycle bins must be stored in the individual townhome owner's garage at all times.

## **XV. SEASONAL DECORATIONS**

- A. Seasonal decorations may be installed no earlier than (1) one month prior to and must be removed no later than (1) one month after the date of the holiday. If removal is prevented by inclement weather, removal must occur as soon as weather permits.
- B. No decorations, which create a safety hazard or a nuisance, will be permitted.
- C. Townhome owners are fully responsible for properly and safely disposing of seasonal decorations.
- D. In the event decorations are not removed within the time period provided, the decorations will be removed by the Association and all associated costs will be charged back to the townhome owner.

## **XVI. PETS**

- A. No animals other than dogs, cats, birds, fish or animals reasonably considered to be household pets may be raised or kept in any townhome.
- B. No more than two (2) household pets may be raised or kept in any town home.
- C. All dogs must be registered with the management company. The Dog Registration form can be downloaded from the association's website.
- D. All pets must be leashed or chained when outside of the townhome and pets should not be left unattended at any time.
- E. All pets must be controlled so as to not create a nuisance.
- F. Any deposit of waste by a pet on any part of the property, including individual lots and/or the common area, must be immediately and properly disposed of by the person attending to the pet.
- G. Any lawn damage caused by pets is the responsibility of the offending townhome owner. The owner will be notified that damage has occurred and will be given a directive to repair the damage within a specific timeframe. If the damage is not repaired within the specified timeframe, the turf will be replaced/repared by the Association and all costs associated with the repair/replacement will be charged to the townhome owner.
- H. Garbage containers for pet waste may not be left outside on any part of the property, including individual lots and/or in common areas.

## **XVII. GRILLS / FIRE PITS**

- A. Charcoal grills are prohibited from being stored or used on decks. Charcoal grills are allowed to be used on patios, but must be at least 15 feet from the building or combustible materials when in use. Please make sure to have a fire extinguisher nearby.
- B. Gas grills are allowed on decks, but should be moved as far away from the building as possible when in use.
- C. Permanently installed natural gas grills are allowed on patios only. Board approval is required prior to installation.
- D. When grilling on decks or patios, grills should be far enough away from the building exterior or other flammable items such as vinyl siding, privacy fences or landscaping to avoid heat damage.
- E. Any damage caused to the building exteriors or other Association maintained items will be repaired and charged back to the offending townhome owner.
- F. Although the Board recognizes that grills may occasionally be used in front of homes or in driveways, grills may not be left in front of homes after use.
- G. Portable fire pits must be used according to the manufacturer's instructions and must be at least 15 feet from the buildings or combustible materials when in use. The fire must be constantly attended until it is fully extinguished. Please make sure to have a fire extinguisher nearby.

## **XVIII. RETRACTABLE AWNINGS**

- A. Townhome owners may install a retractable awning over the deck or patio only.
- B. The plans to install retractable awning must be submitted to the Board, along with all applicable architectural improvement forms, for review and approval prior to installation. **(See the Association's website for all architectural improvement forms)**
- C. All costs associated with the purchase, installation and/or repair to the building or awning are the responsibility of the townhome owner, not the Association.
- D. The retractable awning must be purchased from and installed by an experienced and insured installer. The Board has approved ONLY Thatcher Retractable as manufacturer and installer. Their current address is 7930 S. Madison Street, Burr Ridge, Illinois 60527. Their current contact phone number is 630-529-6464.
- E. The awning must meet the following specifications:
  - 1. The awning must be a Thatcher Retractable Awning. No other brands of awning are allowed.
  - 2. The approved awning fabric color is Taupe Five Bar supplied by Sunbrella.
  - 3. The awning must have a straight style valance that matches the fabric color.
  - 4. The frame color must be white.
  - 5. An optional solar screen is allowed, but it must be white.
  - 6. An optional awning cover is allowed, but it must be gray.
  - 7. The awning must be a free span style.
  - 8. Awnings with permanent pole supports are not allowed. Wind support poles are acceptable.
  - 9. The size of the awning may not exceed the size or extend beyond the deck or patio.
  - 10. The Awning may be extended manually or operated by motorized extender/retractor, but may not be permanently extended.
- F. The awning must be retracted when not in use, overnight and during high winds.
- G. The townhome owner must complete a Responsibility Waiver and submit it to the Board of Directors.
- H. Maintenance of the awning is the sole responsibility of the townhome owner/ subsequent owner of the home.
- I. The townhome owner or subsequent owner is responsible for complete restoration of the property if the awning is removed.
- J. Severely faded or damaged awning fabric must be replaced by the townhome owner and/or as directed by the Association.
- K. Thatcher Retractable is the only company approved by the Board. In the event Thatcher Retractable is not used or Board approval is not obtained, the awning will be removed by the Association and all associated costs will be charged back to the townhome owner.

## **XIX. SATELLITE DISHES**

IT IS STRONGLY ENCOURAGED THAT EACH TOWNHOME OWNER CONTACTS THE MANAGEMENT COMPANY PRIOR TO INSTALLING A DISH SINCE THERE ARE SPECIFIC REQUIREMENTS FOR INSTALLING A DISH AND WIRING. INSTALLING A DISH IN AN UNAUTHORIZED LOCATION OR CONFIGURATION MAY RESULT IN ADDITIONAL COSTS TO THE TOWNHOME OWNER FOR REMOVAL AND RELOCATION OF THE DISH.

- A. A satellite dish may be installed only by attaching it to a rear privacy fence or deck or by installing it on a pole in the back yard behind the homes.
- B. If installed on a pole, the townhome owner must install a mulch bed around the pole, the diameter of which is at least the size of the dish, to minimize possible damage to the dish and the cables by the landscaper. All townhome owners who choose to install the dish on a pole hereby hold harmless the Board of Directors, the Association, the managing agent and the landscaper from any and all claims.
- C. A satellite dish may not be attached to the siding or roof of the buildings.
- D. A satellite dish may only be installed in the rear of the buildings, nearest your home.
- E. The dish cannot be observed from the street and front of buildings.
- F. Wires for the dish must be installed in such a way that they are not visible (i.e. tucking in corners, run parallel with the siding, low to the ground entrances, etc.). Existing outlets should be used whenever possible. Townhome owners are not allowed to drill holes into the siding for wiring without approval from the Board.
- G. Installation must be in compliance with any local ordinances, codes or regulations.
- H. Any wire or cables on the ground must be buried a minimum of 8 inches below the surface to allow for routine landscaping.
- I. For safety reasons, satellite dishes should be installed by a licensed, insured contractor. The Board has the authority to inspect any satellite dish installations.
- J. The townhome owner will ensure the vendor has proper insurance for installing a satellite dish in the community.
- K. All satellite dishes shall be constructed in strict compliance with these Rules and Regulations. Any deviations from these Rules and Regulations without the written consent of the Board of Directors may result in the dismantling and removal of the satellite dish by the Association without notice. All costs of removal and restoration shall be borne by the townhome owner. The Association has the authority to levy a continuing and daily fine for each and every day an unauthorized satellite dish shall remain on the premises after the townhome owner has been notified to remove it, or advised to re-install the dish in conformance with the Rules and Regulations. The fine shall be set by the Board of Directors in accordance with the approved guidelines for fines.
- L. Once installed, the townhome owner will be responsible for the maintenance of the dish. If additional cost is required to maintain the portion of the property on which the dish is installed, the Board may assess this cost back to the townhome owner. If it is necessary for the Association to remove the satellite dish to perform maintenance, the townhome owner will be advised accordingly. The Association will not be responsible for any repairs of the satellite dish or component parts.

- M. Any collateral damage to the building exterior, the common areas or other townhomes resulting from the installation or maintenance of a satellite dish shall be the sole responsibility of the townhome owner for which installation is made and not the responsibility of the Association. In addition, the townhome owner must restore the property to its original condition upon removal of the dish.
- N. Any damage to the satellite dish as a result of maintenance of the building exterior and/or common area shall not be the responsibility of the Association.
- O. Any personal injury or damage to other residents' property will be the sole responsibility of the installing townhome owner. The townhome owner hereby indemnifies and holds harmless the Board of Directors, the Association, its agents and members from any and all claims, controversies or causes of action resulting from the installation or use of the satellite dish, including the payment of any and all costs of litigation and attorney's fees resulting there from. The townhome owner agrees to be responsible for any damage to the property or any injury to any individual as a result of the installation of the dish.
- P. Upon transference of ownership of the townhome, the townhome owner shall inform successor in title, including any tenant or purchase, by Articles of Agreement for Warranty Deed, of the existence of these Rules & Regulations and the obligation set forth herein. The obligation herein shall pass to any successor in interest. If the transferee is unwilling to assume the responsibilities set forth herein, the dish must be removed prior to conveyance.
- Q. It is the responsibility of each townhome owner to remove all inactive satellite dishes.

## **XX. SOLAR ENERGY GENERATED SYSTEMS**

In the interests of the health, safety, and welfare of the Association, as well as the residents and their property, the Board of Directors has adopted the following Rules and Regulations for solar energy systems:

- A. Any townhome owner interested in installing a solar energy system should refer to the following instructions for installation of solar energy systems.
- B. A Solar Energy Generated System ("SEG") is defined as:
  - 1. a complete assembly, structure, or design of solar collector, or a solar storage mechanism, which uses solar energy for generating electricity or for heating or cooling gases, solids, liquids, or other materials; and
  - 2. the design, materials, or elements of a system and its maintenance, operation, and labor components, and the necessary components, if any, of supplemental conventional energy systems designed or constructed to interface with a solar energy system.
- C. SEGs may only be installed on the exterior of the buildings, provided that the Board, at its discretion, shall determine the specific location where the SEG may be installed, within 45 degrees east or west of due south, provided that the determination does not impair the effective operation of the SEG. SEGs may not be installed on the individual lots or the Common Areas without the prior written consent of the Board.
- D. The SEGs must be professionally installed. The townhome owner must provide proof that the contractor is insured and licensed.
- E. The Board reserves the right to inspect the installation and maintenance of the SEG.



- F. Once installed, the townhome owner will be responsible for the maintenance of the SEG. If additional cost is required to maintain the portion of property on which the SEG is installed, the Board may assess this cost back to the townhome owner. In addition, if it is necessary to perform maintenance on the portion of the property where the SEG is located, as determined by the Board or the Board's contractor, the townhome owner shall be advised accordingly and shall be responsible for removing and reinstalling the SEG at the townhome owner's sole expense.
- G. Upon completion of the installation, the townhome owner shall, at the townhome owner's sole expense, provide the Board with a report from a licensed inspector documenting that the structural integrity of the home and/or building has not been compromised by the installation of the SEG. If the report indicates that the structural integrity of the home and/or building has been compromised, the damage shall be remedied by the townhome owner at the townhome owner's sole expense.
- H. The townhome owner shall at all times keep the SEG in good repair. Failure to do so after five (5) days notice from the Board may result in the removal of the SEG.
- I. The townhome owner shall be responsible to fund the cost of any maintenance, repair or replacement to the property resulting from installation and/or operation of the SEG. In addition, the townhome owner must restore the property to its original condition upon removal of the SEG.
- J. Any damage, consequential or otherwise, caused by the installation and/or operation of the SEG shall be remedied at the townhome owner's sole expense.
- K. Any damage to the SEG as a result of maintenance of the building exteriors and/or the common areas shall not be the responsibility of the Association.
- L. The townhome owner hereby indemnifies and holds harmless the Board, the Association, its agents and members from any and all claims, controversies or causes of action resulting from the installation or use of the SEG, including the payment of any and all costs of litigation and attorneys' fees resulting there from. The townhome owner agrees to be responsible for any damage to the property or any injury to any individual as a result of the installation or operation of the SEG.
- M. Upon transference of the ownership or occupancy of the home, the townhome owner shall inform the successor in title, including any purchaser by Articles of Agreement for Warranty Deed, or tenant, of the existence of these Rules and Regulations and the obligations set forth herein. All obligations herein shall pass to any successor in interest. If the transferee is unwilling to assume the responsibilities set forth herein, the SEG must be removed prior to conveyance.
- N. All SEGs shall be constructed in strict compliance with these Rules and Regulations. Any deviation from these Rules and Regulations without the written consent of the Board may result in the dismantling and removal of the SEG by the Association without notice. All costs of removal and restoration shall be borne by townhome owner. The Association reserves the right to levy a continuing and daily fine for each and every day an unauthorized SEG shall remain after the townhome owner has been notified to remove it, or advised to re-install the SEG in conformance with the Rules and Regulations. The fine shall be set by the Board in accordance with approved guidelines for fines.

## **XXI. LEASING / RENTING OF HOMES**

- A. All townhome owners who do not reside in the home owned by them must provide the Association with their contact information, including their permanent residence address and all applicable telephone numbers where they may be reached in an emergency. Any townhome 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 home located in this community. The Board shall not be liable for loss, damage, injury or prejudice to the rights of said townhome owner caused by any delays in receiving notice resulting there from.
- B. All townhome owners leasing their home must submit a copy of the signed lease and the association's lease rider to the managing agent no later than the date of occupancy. The lease must be subject to the following:
- The Amended and Restated Declaration of Covenants, Conditions and Restrictions for Woodland Hills HOA
  - The Amended and Restated Bylaws for Woodland Hills HOA
  - The Woodland Hills HOA Rules & Regulations v2.2 (effective 4/1/2014) and any version of the rules that supersede version 2.2
  - The Amended and Restated Declaration of Covenants, Conditions, Restrictions and Easements Relating to Lakeview at Woodland Hills Townhouse Association
  - The Amended and Restated Bylaws of the Lakeview at Woodland Hills Townhouse Association
  - The Lakeview at Woodland Hills Townhouse Association Rules & Regulations
- C. Townhome owners are responsible for the actions of their tenants.
- D. Townhome owners are responsible for providing their tenants with copies of the Association's governing documents (listed above). In the event of any violation, the Board, in its discretion, will determine what action is necessary against the townhome owner or lessee as the case may be. All expenses of the Association in connection with any violations under these rules will be assessed to the account of the townhome owner.
- E. Residential Occupancy Standards apply to prevent excessive occupancy of any home or townhome. Occupancy is based on the square footage, layout and type of rooms in the dwelling. Minimums and maximums apply. Over-occupancy of dwelling homes creates health and safety dangers to the home, its occupants and their neighbors. To prevent against such dangers, the Village has established regulations limiting the number of occupants in a residence. These regulations are intended to ensure a good living environment and reduce vehicle congestion, noise and overwhelming use of public utilities. Detailed information can be found on the Village of Bartlett website or by contacting the Code Enforcement Officer at the Village of Bartlett.
- F. Occupancy of a townhome by a blood relative(s) of a townhome owner without the townhome owner being a resident shall not constitute a lease as defined by these rules, even if a written agreement has been executed between the parties. In this circumstance, the townhome is not considered a leased townhome and therefore, the townhome owner is not required to provide documentation to the managing agent. A blood relative is defined as a parent, child (natural or adopted), grandparent, grandchild or sibling of the townhome owner.

## XXII. INSURANCE

- A. Although the association is responsible for insuring the buildings, each townhome owner must maintain, at his/her own cost and expense, the following insurance coverage:
1. personal liability for acts and occurrences upon his/her lot and within his/her townhouse
  2. physical damage losses for personal property and the contents of his/her townhouse
  3. any special flood hazard insurance as may be required by the First Mortgagee of his/her townhouse
- B. Homeowners should purchase an HO-6 insurance policy for their home. Each homeowner is encouraged to discuss their specific coverage needs with his/her insurance agent. However, it is strongly recommended that homeowners include a minimum of the following coverages in their policy:
- Loss Assessment Coverage – to cover up to at least \$10,000 in loss assessments
  - Extended Protection to Cover the Association's Deductible of \$10,000
  - Loss of Use / Additional Living Expenses – Each carrier uses a different standard
    - i. A minimum of \$25,000 -or-
    - ii. "Actual Loss Sustained" -or-
    - iii. "Up to 12 months of living expenses".
- C. Homeowners must send a copy of the Insurance Declaration Page to the managing agent on each anniversary date of the policy showing proof of insurance. It is strongly recommended that Lakeview at Woodland Hills THA be listed as an interested party on the policy. Failure to provide proof of insurance to the managing agent will result in a fine, plus daily fees until proof of insurance is received by the managing agent.
- D. Each homeowner is responsible for IMMEDIATELY reporting to the management company any damage (i.e.: water damage, fire damage, etc.) to the building (i.e.: drywall, floors, structural components, etc.) that result from a loss or that may result in an insurance claim. The management company MUST be contacted PRIOR to calling in any contractors and/or performing any work in your unit.
- E. The Board of Directors may, in the case of a claim for damage to a unit, individual lot or the common area, (i) pay the deductible as a common expense, (ii) after notice and an opportunity for a hearing, assess the deductible amount against the owners who caused the damage or from whose unit the damage or cause of loss originated, or (iii) require the unit owners of the units affected to pay the deductible amount. Please be advised that it is the policy of the Board of Directors to apply options (ii) and (iii) whenever applicable. It is strongly recommended that each homeowner purchase "extended protection" from his/her insurance carrier to ensure reimbursement by their insurance carrier for this cost. Please note that the association's deductible is \$10,000.
- F. It is strongly recommended that any townhome owner who leases his/her townhome should require similar coverage from their tenants.

### **XXIII. ASSESSMENTS & ASSESSMENT COLLECTION**

- A. Assessment payments are due on the first of every month. Non-receipt of an assessment billing statement or a coupon book does not exempt a townhome owner from the obligation to make the payment in a timely manner.
- B. If the payment is received on or after the 16<sup>th</sup> of the month, a \$25 administrative fee for delinquency will be assessed to the townhome owner's account. Payment is considered received once the bank has completed its processing.
- C. The bank recommends allowing up to 10 days for mailing and processing. Townhome owners who wait until the end of the grace period before mailing payments risk being delinquent and incurring late fees.
- D. Any and all charges, including administrative and/or bank charges, incurred by the Association as a result of checks returned for any reason will be charged to and be the responsibility of the townhome owner.
- E. All expenses incurred by the Association in connection with the enforcement of the provisions of the Declaration, Bylaws, or Rules & Regulations, including but not limited to court costs, attorney's fees, all other fees and expenses, all damages and any interest due the Association will be charged to the offending townhome owner's account.
- F. Any account on which any amount due to the Association has not been paid may be turned over to an attorney for commencement of legal collection proceedings. All charges incurred by the Association as a result of the collection action will be charged back to the townhome owner's account, including but not limited to legal fees, attorney fees, court costs, filing fees, management consultation and/or administrative fees.
- G. The Board and its attorney may collect, evict, foreclose or take any and all actions available against a delinquent owner from among those offered by statute or the Declaration.
  - 1. Any and all costs incurred in dealing with and researching accountings for or collecting delinquent assessments from the responsible townhome owner will be charged to and must be paid by the responsible delinquent owner. This includes, but is not limited to, all attorney's fees, tract book search costs, lien filing fees, skip tracer fees, court costs and any other costs or expenses incurred by the Association with respect to contacting and/or consulting with the attorney, whether the contact is between the Association and the attorney, the owner and the attorney or an owner representative (attorney) and the attorney; whether by telephone or written correspondence, as well as any and all management consultation or other costs.
  - 2. The Association will attempt to collect all costs as identified in Paragraph G (1) as a part of the particular collection action initiated by the Association and/or the attorney. However, it is possible that the Association may collect less than all amounts billed and due, or that additional costs and expenses will be billed and/or incurred after payment, either as a result of the townhome owner's actions or otherwise. The delinquent owner is fully responsible for all such additional costs and expenses which will be billed to the townhome owner's account and will thereafter be payable in the same manner as other assessments or expenses. If the amount is not paid, additional late fees and charges will be incurred by the townhome owner as a result of that

delinquency. Furthermore, the Association may pursue recovery of these amounts, if delinquent, in the same manner as all other delinquencies.

3. When an owner's account is turned over to any attorney to commence legal and/or collection proceedings, an additional administrative charge may be assessed to the owner's account on the day the account is referred to the attorney. This charge will be included in any collection or Notice and Demand letter sent by the attorney, and must be paid by the owner in addition to the other fees and costs identified above. Fees are detailed in the Administrative Fee section of this document.

### **ADMINISTRATIVE FEES**

The following administrative fees have been established effective as of January 1, 2016. They are subject to change.

#### **Declaration / Rule Infraction -- Non-Insurance Related**

- |                                               |           |
|-----------------------------------------------|-----------|
| • Courtesy Letter                             | No Charge |
| • Warning Letter                              | \$25.00   |
| • Violation Letter w/ Notice of Determination | \$25.00   |

#### **Declaration / Rule Infraction -- Insurance Related**

- |                                               |           |
|-----------------------------------------------|-----------|
| • Courtesy Letter                             | No Charge |
| • Violation Letter w/ Notice of Determination | \$60.00   |

#### **Assessment Account Related**

- |                                                |             |
|------------------------------------------------|-------------|
| • Late Payment Fee                             | \$25        |
| • Return Check Fee                             | \$20        |
| • Collection Letter / Notice of Legal Turnover | \$50        |
| • Account Turnover to Attorney for Collection  | Up to \$150 |

#### XXIV. PROCEDURES FOR ALLEGED TOWNHOME OWNER NON-INSURANCE RELATED VIOLATIONS

- A. If a townhome owner or tenant is responsible for a non-insurance related violation of any of the provisions in the Declaration or Rules & Regulations of the Association, the following process will occur:
  - 1. The townhome owner/violator will be sent a courtesy letter (at no charge) indicating a violation has been observed and action should be taken to rectify the situation. Once the situation is rectified, the townhome owner should notify the management company that they have rectified the situation in writing, via email, fax or USPS. If the townhome owner cannot resolve the issue quickly, they should contact the management company to acknowledge receipt of the letter and inform management of their plan.
  - 2. If the issue is not rectified in a timely manner, a warning letter will be sent which will contain a date by which the issue needs to be rectified. An administrative fee of \$25.00 will apply to this warning letter. Once the situation is rectified, the townhome owner should notify the management company that they have rectified the situation in writing, via email, fax or USPS.
  - 3. If the violation is not rectified by the specified date, a violation letter will be sent and the townhome owner will be invited to attend a violation hearing. An administration fee of \$25.00 will apply to this violation letter. The date, time and location of this hearing will be detailed in the violation letter. Typically, violation hearings occur during the Executive Session of the next scheduled Board meeting.
- B. If the owner is not able to attend, a response should be sent to the management company in writing; via email, fax or USPS so that it can be presented to the Board. The response must be received by management no later than 5 days prior to the scheduled hearing date. Hearings will occur whether or not the townhome owner is present.
- C. After a violation hearing, a Notice of Determination will be sent to the townhome owner. This notice will detail the Board's determination, as well as any fines that have been assessed to the townhome owner. The decision of the Board is final and binding on the townhome owner. Fines vary based on the type and frequency of the violation.
- D. For all steps above, notices are deemed made when deposited in the USPS, first class postage prepaid, to the townhome owner at the residence or lot address, or to such other address as the townhome owner may have previously filed with management. Management and/or the Board are not responsible for U.S. Post office errors or non-delivery.

## **XXV. PROCEDURES FOR ALLEGED TOWNHOME OWNER INSURANCE-RELATED VIOLATIONS**

- A. If a townhome owner is responsible for an insurance-related violation of any of the provisions in the Declaration or Rules & Regulations of the Association, the following process will occur:
  - 1. The townhome owner/violator will be sent a courtesy letter (at no charge) indicating a violation has occurred and action should be taken to rectify the situation. The homeowner should contact their insurance agent, obtain a copy of their insurance Declaration page and send it to management. It is the homeowner's responsibility to ensure that management has received the necessary documents. If the townhome owner cannot resolve the issue quickly, they should contact the management company to acknowledge receipt of the letter and inform management of their plan.
  - 2. The townhome owner/violator will be sent a violation letter and the townhome owner will be invited to attend a violation hearing. An administration fee of \$60.00 will apply to this violation letter. The date, time and location of this hearing will be detailed in the violation letter. Typically, violation hearings occur during the Executive Session of the next scheduled Board meeting.
- B. If the owner is not able to attend, a response should be sent to the management company in writing; via email, fax or USPS so that it can be presented to the Board. The response must be received by management no later than 5 days prior to the scheduled hearing date. Hearings will occur whether or not the townhome owner is present.
- C. After a violation hearing, a Notice of Determination will be sent to the townhome owner. This notice will detail the Board's determination, as well as any fines that have been assessed to the townhome owner. The decision of the Board is final and binding on the townhome owner. Fines vary based on the type and frequency of the violation.
- D. For all steps above, notices are deemed made when deposited in the USPS, first class postage prepaid, to the townhome owner at the residence or lot address, or to such other address as the townhome owner may have previously filed with management. Management and/or the Board are not responsible for U.S. Post office errors or non-delivery.

### **FINE STRUCTURE FOR ALL VIOLATIONS**

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 townhome owner 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, the Board may choose to assess “per occurrence” fine. “Per Occurrence” fines are detailed below:

- |                                              |                     |
|----------------------------------------------|---------------------|
| o First Occurrence of a particular violation | \$25                |
| o Second Occurrence of same violation        | \$50                |
| o Third Occurrence of same violation         | \$75                |
| o Subsequent Occurrences of same violation   | At Board Discretion |

However, if that townhome owner left the 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 the garage. Daily fines can range from \$1 - \$5 per day depending on the severity of the violation.

PLEASE NOTE: The administrative fees for all violation related correspondence are subject to change without notice.



## **MAINTENANCE RESPONSIBILITY TABLE**

| Maintenance Information                            | Townhome<br>owner<br>Responsibility | Association<br>Responsibility |
|----------------------------------------------------|-------------------------------------|-------------------------------|
| Air Conditioning                                   | x                                   |                               |
| Air Conditioning Slabs                             | x                                   |                               |
| Antenna                                            | x                                   |                               |
| Appliances                                         | x                                   |                               |
| Asphalt                                            |                                     | x                             |
| Asphalt (oil leak damage)                          | x                                   |                               |
| Bathroom Soil Stacks                               | x                                   |                               |
| Chimney Caps                                       |                                     | x                             |
| Chimney and Fireplace Cleaning                     | x                                   |                               |
| Concrete Entry Sidewalks                           |                                     | x                             |
| Decks (Trex)                                       | x                                   |                               |
| Doorbells                                          | x                                   |                               |
| Doors (exterior, interior, interior entry, storm ) | x                                   |                               |
| Door Fixtures                                      | x                                   |                               |
| Drain Tiles                                        | x                                   |                               |
| Driveway                                           |                                     | x                             |
| Dryer Vents & Flues                                | x                                   |                               |
| Electrical (exterior)                              | x                                   |                               |
| Electrical Lines/Components (interior)             | x                                   |                               |
| Exterior Signage                                   |                                     | x                             |
| Exterminating                                      | x-interior                          | x-exterior                    |
| Faucet Shut Offs                                   | x                                   |                               |
| Fixtures (interior)                                | x                                   |                               |
| Floor Covering                                     | x                                   |                               |
| Floor Structure (unfinished flooring)              | x                                   |                               |

## **MAINTENANCE RESPONSIBILITY TABLE**

| Maintenance Information                                  | Townhome<br>owner<br>Responsibility | Association<br>Responsibility |
|----------------------------------------------------------|-------------------------------------|-------------------------------|
| Foundation                                               | x                                   |                               |
| Furnace Flues & Caps                                     | x                                   |                               |
| Garage Doors (door panels)                               | x                                   |                               |
| Garage Doors (tracks, locks, openers, hardware)          | x                                   |                               |
| Garage Doors (exterior painting)                         |                                     | x                             |
| Garage Entrance Doors and Locks                          | x                                   |                               |
| Garage Floors                                            | x                                   |                               |
| Gutter & Downspouts                                      |                                     | x                             |
| Heat Ducts                                               | x                                   |                               |
| House Numbers                                            |                                     | x                             |
| HVAC System                                              | x                                   |                               |
| Insulation                                               | x                                   |                               |
| Interior Damage from Roof Leak                           | x                                   | x                             |
| Lake                                                     |                                     | x                             |
| Landscaping                                              |                                     | x                             |
| Lighting Fixtures (interior)                             | x                                   |                               |
| Light Fixtures Attached to the Building                  |                                     | x                             |
| Light Bulb Replacement (interior unit)                   | x                                   |                               |
| Light Bulb Replacement (exterior lights)                 | x                                   |                               |
| Mailboxes                                                |                                     | x                             |
| Meters - Gas and Electric                                | x                                   |                               |
| Painting (exterior)                                      |                                     | x                             |
| Painting/Decorating (common)                             |                                     | x                             |
| Party Walls (these are the shared walls between 2 units) | x                                   |                               |
| Patio Doors and Screens                                  | x                                   |                               |

## **MAINTENANCE RESPONSIBILITY TABLE**

| Maintenance Information                          | Townhome<br>owner<br>Responsibility | Association<br>Responsibility |
|--------------------------------------------------|-------------------------------------|-------------------------------|
| Patios                                           | x                                   |                               |
| Plumbing Systems Servicing 1 Unit                | x                                   |                               |
| Public Works                                     |                                     | x                             |
| Roof                                             |                                     | x                             |
| Roof Leaks                                       |                                     | x                             |
| Roofs - Shingles/Decking                         |                                     | x                             |
| Seal Coat                                        |                                     | x                             |
| Skylight                                         | x                                   |                               |
| Stoops (Front)                                   |                                     | x                             |
| Stoops (Back)                                    | x                                   |                               |
| Siding                                           |                                     | x                             |
| Smoke Detector (located in unit)                 | x                                   |                               |
| Snow Removal from Driveway/Parking Areas         |                                     | x                             |
| Snow Removal from Streets (Village of Bartlett)  |                                     |                               |
| Snow Removal from Sidewalks                      |                                     | x                             |
| Snow Removal from Stoops                         |                                     | x                             |
| Spigots/Silcocks                                 | x                                   |                               |
| Streetlights (except Village responsible lights) |                                     | x                             |
| Telephone Service Lines                          | x                                   |                               |
| Trash Pick Up                                    |                                     | x                             |
| Tree Replacement                                 |                                     | x                             |
| TV Jacks                                         | x                                   |                               |
| Utilities (Panels/Breakers)                      | x                                   |                               |
| Washer & Dryer Service                           | x                                   |                               |
| Water Heaters & Water Softeners                  | x                                   |                               |

## **MAINTENANCE RESPONSIBILITY TABLE**

| Maintenance Information | Townhome<br>owner<br>Responsibility | Association<br>Responsibility |
|-------------------------|-------------------------------------|-------------------------------|
| Water Pipes             | x                                   |                               |
| Window Cleaning         | x                                   |                               |
| Windows and Screens     | x                                   |                               |
| Wood Trim (interior)    | x                                   |                               |
| Wood Trim (exterior)    |                                     | x                             |