

FAWN RIDGE CONDOMINIUM ASSOCIATION

Country Club Hills, Illinois

A Not-for-Profit Illinois Corporation

RULES & REGULATIONS

And

MAINTENANCE RESPONSIBILITY CHART

Updated: April 2022

RULES AND REGULATIONS

1. Regular Assessments, Late Fees, NSF Checks

- a. Regular monthly assessments are due on the first of each month. A grace period is allowed until the 15th of the month. Members whose assessments are received after the 15th of the month will be charged a late fee of \$35.00.
- b. Members whose payments are returned by their bank for any reason will be charged a fee of \$50.00 along with any late fees.
- c. Members whose accounts are with a law firm/attorney for collections will be charged a delinquency fee of \$75.00 per month.

2. Insurance

- a. Each Unit Owner is responsible for coverage for the interior of their Unit, liability, and personal possessions.
- b. Damages to the interior of an Owners Unit, regardless of the cause, are the Owner's responsibility. Claims should be filed with the Owner's insurance carrier.

3. Pets

- a. One pet per Unit is allowed.
- b. No pet may weigh more than 35 LBS when fully grown.
- c. Owners are responsible for cleaning up after their pets from all common areas, which include but are not limited to, driveways, walkways, grass and recreational areas.
- d. Damage to the Common Elements, resulting from an Owners/tenants/guests/pet negligence will be repaired and/or replaced and all costs and expenses will be charged back to the responsible Unit Owner.
- e. Pet defecation left on the Common Elements will result in a fine of \$50.00.
- f. The Board has the authority to require an Owner to remove a pet within three (3) days of written notification to the pet Owner if it is determined, in the Board's discretion, that the pet is a nuisance or displaying threatening behavior.

4. Parking

- a. Owner's parking spaces are in their garages and in front of their garage door. Owners/tenants/guests are not allowed to double park.
- b. Parking is not allowed along the entry and exit driveways.
- c. Guest/visitor parking areas are for temporary use only. Members and/or their guests who abuse the use of these areas are subject to fines and towing.
- d. A written request must be submitted in advance for consideration regarding lengthy stays.
- e. Abandoned vehicles – CCH Police Department will be notified to ticket and tow any abandoned vehicles.
- f. Disabled vehicles must be repaired as soon as possible.
- g. All owners/tenants vehicle identification (description and license plate number) must be on file with management.

- h. Violators of above restrictions will be towed at Owners expense.
- i. Fines are charged to the Owner whose guest(s) violate parking restrictions.
- j. Vehicles prohibited from Association property (except for services and deliveries): semi-tractor trailers, mobile homes, house trailers, large trucks, boats, motorcycles.
- k. All vehicle maintenance (except for washing) is strictly prohibited.
- l. Negligent and/or reckless driving, loud mufflers and/or stereos must be reported to the CCH Police Department.
- m. Reports of vehicle violations must be written, signed and include details of the date, time and location, the vehicle type and license plate numbers. All reports must be made in writing to Mperial Asset Management.

5. Athletic Equipment/Activities

- a. Hockey/basketball standards, or apparatus of a similar nature, are not allowed on the Common Elements of the Association.
- b. The following activities are prohibited on the Common Elements: skateboarding, rollerblading, bicycling, hockey, baseball and basketball, and any other athletic activity which may cause injury to persons or damage to property.

6. Unit Maintenance (see Maintenance Chart below)

- a. Each Owner is obligated to maintain and keep in good order and repair the interior (and exterior lights) of their Unit.
- b. Nothing shall be done in the Unit which would cause an increase in Association insurance premiums or which is in violation of State, Federal or Local/Village laws and/or ordinances.

7. Architectural/Landscape Changes

- a. No exterior changes are allowed without the prior written consent of the Board of Directors.

8. Occupancy

- a. No more than six (6) individuals may occupy any single Unit.
- b. Garages may not be used for sleeping areas.

9. Signs/Banners

- a. For Sale, For Rent, Garage Sale, or any other signs are prohibited on the Common Elements and parkways. Owners may display signs within their Units.
- b. Open house, birthday party, etc. signs are allowed for the event only (See #16).

10. Renting Units

- a. Rental agreements must be a minimum of twelve (12) months.
- b. A copy of the lease must be submitted to management along with a completed profile form prior to the tenant entering the Unit.
- c. A fine of \$25.00 per day will be charged to the Owner for non-compliance of the above.
- d. Owners must provide a copy of these Rules & Regulations to their tenants.

- e. Owners will be fined for their tenant's violations of these Rules & Regulations.

11. Holiday Decorations

- a. Holiday decorations must be removed within fourteen (14) days after the holiday.
- b. Holiday decorations are allowed to be attached to only the following portions of the exterior: porch posts, shrubs alongside the Unit, and front doors.

12. Selling/Refinancing Procedure

- a. After signing a sales agreement with a real estate sales agent, the Owner should immediately forward a copy of the first page and the signature page ONLY to Mperial Asset Management.
- b. Mperial Asset Management will provide Owners with insurance information.
- c. Lending institutions will require a Paid Assessment Letter and a Right of First Refusal Letter. Owners should contact Mperial Asset Management for these documents. Please allow up to ten (10) days for request and transmittal.
- d. Members must be in good financial standing – delinquent accounts must be paid in full, with certified funds, ten (10) business days before the closing. Owners should have their attorney contact management for other arrangements.
- e. Prior to the issuance of Paid Assessment Letter, the Owner/Seller must complete a form indicating that the Owner has provided to the buyer the following documents: (1) current budget and latest year-end financial statement, and (2) Declaration and By-Laws and Rules & Regulations.

13. Scavenger Service

- a. Pick-up is on Fridays (on weeks with official holidays, pick-up is on Saturdays) by Waste Management Services.
- b. Trash must be placed in securely sealed and closed containers.
- c. All trash containers must stay in Owner's garage until the night before pick-up and must be placed back in the garage on the same day as pick-up.
- d. Waste Management charges for large item pick-ups (i.e., appliances, large furniture, etc.) – Owners must schedule large item pick-up in advance and pay prior to pick-up.
 - i. Waste Management can be reached at 1800-796-9696
- e. Littering is a fineable offense.

14. Participation on the Board of Directors

- a. Owners must: (1) demonstrate integrity and objectively relative to the business affairs of the Association, (2) must be current in their financial obligations to the Association, and (3) may not have been sent to the attorney/law firm or have a lien placed on their property within the thirty-six (36) months prior to the election.

15. Satellite Dishes

- a. Installation of satellite dishes is permitted after Board review and approval.
- b. The following provisions apply:

- i. Maximum size allowed is 18 inches in diameter.
- ii. Written notification of proposed installation must be submitted two (2) weeks in advance and must include a copy of the installation agreement.
- iii. Owner agrees to indemnify the Board, the Association, its vendors, agents and contractors from any and all responsibility related to water leaks relative to the installation of the satellite dish.
- iv. A signed copy of this agreement must be submitted to Mperial Asset Management prior to installation confirming agreement with the above terms.

Unit Owner: _____

Signature Date

Print Name

Address

16. Unit Owner Parties

- a. Owners having parties of ten (10) or more guests must provide written notice to management and their surrounding neighbors at least five (5) business days prior to the date of the party.
- b. Owners are required to inform guests/visitors of all provisions contained herein (i.e., parking, noise, littering, etc.).
- c. Fines will be assessed to an Owner for violations by guests.

17. Violation Notices/Fines and Charges

- a. Upon managements receipt of a written complaint, an initial notice will be sent to the violating Owner. At that time, the Owner may request a meeting with the Board to address the matter. The Board has the authority to issue fines, after a notice and hearing, for infractions of a serious nature.
- b. Members are responsible for the actions of their tenants and guests.
- c. Upon receipt of a second written complaint, fines will be assessed to an Owner, pending a notice and hearing.
- d. The following fines for second or continuous violations will be as follows:
 - i. \$25.00 per day for ongoing/continuous fines (from the date of first notification) or
 - ii. \$50.00 per occurrence for reoccurring but not continuous violations.
 - iii. The Board has the authority to determine and issue fines for serious infractions affecting the property and/or other Owners.
 - iv. Costs for materials, labor, legal and administrative services will be charged back to the Owner.

MAINTENANCE CHECKLIST¹

Item	Association	Unit Owner
Additions, Alterations or Improvements to Unit		Article VIII, Section E
Air Conditioning/Heating Equipment serving Home		Article VIII, Section A
Appliances serving Unit		Article VIII, Section A
Concrete Patio serving Unit		Article XVI, Section A
Cleaning of Common Elements	Article XIII, Section H	
Decorating ² Unit		Article VIII, Section F
Decorating of Common Elements	Article XIII, Section H	
Driveways	Article VIII, Section A	
Drywall in Interior of Unit		Article VIII, Section A
Electrical Fixtures and Equipment serving Unit		Article VIII, Section A
Exterior Light Fixtures & Bulbs		Rules & Regulations
Gardening	Article XIII, Section H	
Interior of Unit ³		Article VIII, Section A
Landscaping	Article VIII, Section A	
Outside Walks	Article VIII, Section A	
Painting of Exterior Building	Article XIII, Section H	
Painting of Unit Entry Doors / Garage Doors		Article XVI, Section A
Parking Areas	Article VIII, Section A	

¹ All references to sections refer to the Declaration of Condominium Ownership and of Easements, Restrictions and Covenants for Fawn Ridge Condominium Association, unless otherwise noted.

² This includes painting, wallpapering, washing, cleaning, paneling floor covering, draperies, window shades, curtains, lamps and other furnishings and interior decorating.

³ The interior consists of the space enclosed and bounded by the horizontal and vertical planes set forth in the delineation on Exhibit A of the Declaration.

Pipes, Ducts, Flues, Shafts, Electrical Wiring and Conduits serving Unit exclusively		Article VIII, Section A
Pipes, Ducts, Flues, Shafts, Electrical Wiring and Conduits serving more than one Unit or Common Elements	Article VIII, Section A	
Plumbing serving Unit		Article VIII, Section A
Public Utility Lines	Article VIII, Section A	
Satellite Dish serving Unit		Rules & Regulations
Snow Removal	Article XIII, Section H	
Structural Components of Building	Article VIII, Section A	
Tuckpointing	Article XIII, Section H	
Water, Waste and Refuse Removal	Article XIII, Section H	
Utility Services for Common Elements	Article XIII, Section H	

Additional Member Responsibility

1. Assessments – Due on the first of each month
 - a. A late fee of \$35.00 will be charged if payment is not received by the 15th of the month.
 - b. Late fees for members will be sent to the Association’s attorney for collection (\$75.00/month)
2. Basements – cracks and water leaks⁴
3. Bath Fixtures – showers, sinks, commodes, piping and plumbing
4. Cement – steps, stoops, sidewalks, and patios
 - a. For repairs and replacements
5. Doors serving Unit
 - a. Entry, garage and patio/sliding glass doors
 - i. Includes the hardware, frames, paint and glass
 - b. Weather stripping, storm doors, screens, jambs, and locks
6. Fans – exhaust and ceiling units
7. Faucet (outside) – repairs and replacements
8. Fireplaces – maintenance, repairs, and chimney covers (caps/tops)
9. Foundation – cracks, leaks, maintenance and repairs
10. Ice on stoops

⁴ See “Interior of Unit”

11. Keys – unit door and mailbox
12. Landscaping – immediate patio area and watering shrubs adjacent to Unit
13. Mailboxes – container, keys and locks
14. Skylight – repair, replacement and leaks
15. Smoke detector – repair and replacement
16. Sump pump – repair and replacement
17. Windows – frames, glass, screens, storms and mechanisms

Additional Association Responsibility

1. Driveways – repairs, sealcoating, and replacements
 - a. Includes parking area
2. Exterior of Home – fascia, soffit, siding, and all wood/brick areas (maintenance and replacements)
3. Garages – exterior structural maintenance (roofs and gutters)
 - a. Does not include garage door and openers
4. Painting – exterior and color selection
 - a. Does not include entry and garage doors
5. Roofs – shingles, flashing, gutters, and downspout
6. Scavenger service
 - a. Thursday pick-up, containers must be stored in garage at all other times
7. Sprinkler system – maintenance and repairs

Additional Association Financial/Administrative Responsibility

1. Daily assessment collection and deposits
2. Attorney collection and delinquencies, monitor delinquencies and send monthly notices
3. Budget review, assist and preparation
4. Establish and fund reserve accounts
5. Accounts payable – daily review and disbursements
6. Monthly bank reconciliations and disbursement reports
7. State and federal tax returns
8. Obtain and assess contracts and proposals
9. Insurance policies and claims
10. Maintain member records and information
11. Conduct regular and annual meetings
12. Elect directors and officers
13. Sales and re-finance documentation
14. Uphold terms of governing documents
15. Enforce governing documents, including By-Laws and Rules & Regulations
16. Documentation for new members