

WILLOW CREEK #3

CONDOMINIUM
ASSOCIATION

RULES AND REGULATIONS

NOVEMBER 2018

(updated as of 11/6/2025)

IMPORTANT TELEPHONE NUMBERS

Palatine Police - Non-emergency	847-368-5300
Palatine Fire Department - Non-emergency	847-359-9000
Northwest Community Hospital	847-618-1000
Palatine Post Office	847-359-1799
Village of Palatine	847-358-7500
Palatine Public Library - Main branch	847-358-5881

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Rules and Regulations for **Willow Creek #3**

Welcome to your new home! Whether you are a first time buyer or downsizing from a house or perhaps relocating for a new job, you have chosen condo living and all that entails. In the following pages you may feel a bit overwhelmed by so much information, but be assured that the specific details you are about to read will ease you into your home ownership and guide you in your decision to live respectfully and responsibility with the other owners of Willow Creek #3.

Condo living is supported by the notion of community living. Each owner has a share, not only in the property, but also in the quality of life these rules and regulations are meant to ensure. Keep that in mind as you read this packet and SAVE IT for future reference. You will find your new home to be well-maintained and beautifully landscaped with a Board of Directors committed to the needs and concerns of all.

Willow Creek Condominiums consist of seven buildings totaling 736 individual homeowner units. The Master Board is responsible for the administration of the pool, clubhouse and other common properties. If you choose to purchase an owner's pass at the clubhouse, you will have all the advantages of a large pool with patio tables, Weber grills, and a spacious clubhouse for owner gatherings and rentals.

Our building is #3 and has a Board of Directors that is elected annually by a vote of the homeowners. The Board of Directors (herein referred to as the Board) is responsible for the administration of the building and common areas in compliance with the Illinois Condominium Property Act of Illinois, the Declaration of Ownership, the By-laws, and the Rules and Regulations of the building. Details regarding the election and responsibilities of the Board can be found at the end of this document. *The primary purpose of this*

document is to maintain our building in a manner that will make Willow Creek a fine place to live and one of which we can all be very proud.

SAFETY AND SECURITY

1. Do not allow strangers into the building. Do not hesitate to call the police if you are aware of strangers attempting to enter the building, especially at odd hours.
2. Do not leave exterior doors open and unattended. This includes the garage door. When entering or exiting the garage, **you are required to see that the door closes behind you**. This is an important safety issue.
3. Storage of flammable materials in the storage lockers or in the garage is strictly prohibited. Lighter fluid may not be used to start barbecue grills. Only covered barbecue grills and electric starters are to be used on balconies and patios. Gas grills are permitted. Storage of propane tanks in the unit or garage is prohibited. A fire extinguisher should be readily on hand in the event of a fire.
4. Outdoor space heaters and fire pits are prohibited.
5. Soliciting is not allowed in the building. Residents should call the police immediately if solicitors are observed and notify management as well.
6. Because we share some common living spaces, and to avoid possible accidents **playing or running is prohibited in the hallways, stairways, lobbies, garage, parking lots or lawn areas.**
7. No parking is allowed in fire lanes. Only fire/police vehicles are allowed to park in fire lanes. Call 911 to report violators.
8. Parking spaces in the front circle are reserved for visitors and service vendors, with the exception of service providers who are on-site daily (a caretaker, for example).
Residents should park in the garage, in the rear east parking lot or on the street during the hours permitted by the code of the Village of Palatine. No overnight parking is allowed in the front circle of the building.
9. Handicapped Parking is reserved for guest ONLY in the front circle. Additional Handicapped Parking in the back lot is reserved for guests or owners.
10. Personal items, such as shoes, boots, floor mats, etc. may not be placed in the hall outside unit doors. This is a violation of the Palatine Village fire code.
11. In compliance with fire department regulations, unit doors must not be kept open. The State of Illinois Smoke Detector Act requires **all units to have a working smoke alarm.**

12. This is a non-smoking building. Smoking is not allowed in common areas. Village Ordinance requires that you be at least 15 feet away from the entry doors if you are smoking outside.
13. Game or ball playing on the grounds is prohibited, as in-ground sprinklers may be damaged.
14. Feeding stray/wild animals is strictly prohibited.

BUILDING MAINTENANCE

Waste Disposal

1. No trash or litter should be left in the lobbies, halls, stairways, garbage rooms, or garage. Residents are encouraged to pick up and properly dispose of any litter they see. Help keep our building clean.
2. All garbage (including aerosol cans and glass containers) is to be placed in plastic bags, tied tightly and thrown down the trash chute. EXCEPTIONS: bundled newspapers, magazines and **especially corrugated cardboard** cause the compactor to jam and may not be thrown down the chute.
3. Boxes and other oversized items may not be left in the trash chute area. Owners are required to place these items in the outside dumpster.

Balconies & Patios

1. Storage of bicycles, bottles, cans, bags, coolers, etc. are not permitted on the balcony or patio area and are not to be used as storage areas
2. Nothing shall be fastened to or hung over the balcony railings. No drying or airing of clothing, rugs or laundry is permitted on the balcony. Rugs are not to be shaken over balcony rail.
3. Movable planters and flower pots may be used on balconies/patios but planters may not be fastened to or hung from the outside of balcony railings.
4. No signs (e.g. real estate, advertising, etc.) are to be displayed on the balconies/patios or in the windows of units.
5. In compliance with FCC regulations, satellite dishes are permitted in an owner's exclusive use area, i.e., balcony or patio. If a signal cannot be obtained from an owner's balcony, the FCC does not require that the Association permit relocation of the satellite dish to a non-exclusive use area in order to achieve a signal.

Decorations

1. Approval for decorating the **common areas** of the building is the responsibility of the Board only.
2. Owners who decorate their exclusive use areas (e.g., balcony, patio, unit door) are limited to displaying the decorations from 30 days prior to the holiday until 30 days after the holiday.
3. Decorations on the fronts of unit doors must not cover the numbers.
4. Live Christmas trees are disposed of by throwing them over the balcony by the end of January. Management will then dispose of the trees. Any damage that may occur during the disposal of the Christmas tree is the responsibility of the owner to repair.

VEHICLE RULES AND REGULATION

The following Rules and Regulations shall apply equally to homeowners, tenants of nonresident homeowners, all invitees and,/or guests of residents and tenants. These rules also apply if a garage space is rented from an owner.

A. PERMITTED VEHICLES

1. Passenger type automobiles, vans, pickup trucks and the like, in a fully drivable and operable condition, having no more than five entry doors.
2. Registered motorcycles and motorbikes licensed to be ridden on public roads and highways.

All permitted vehicles above shall display a valid Association registration decal or guest permit. Guest permits need only be displayed for overnight guests.

B. NON-PERMITTED VEHICLES

1. Vehicles specifically excluded: any vehicle used for commercial purposes, i.e., pickup trucks with lettering, vehicles with any form of attached equipment (ladder racks, snowplow, etc.). The Board has the authority to allow exceptions to this rule on a case-by-case basis. Requests for an exception must be submitted to the Board in writing.
2. Any vehicles without valid, current state license plates and appropriate municipal or county vehicle stickers.

C. ABANDONED VEHICLES

1. Abandoned vehicles are defined as any vehicles which are in a state of disrepair rendering them incapable of being driven in their present condition which has not been used or moved for at least thirty (30) consecutive days, or which do not have current, valid state license plates and/or municipal vehicle stickers, if required, or which are such that the acts of the vehicle owners and the condition of the vehicles clearly indicate it/they have been abandoned.
2. When a vehicle has been abandoned in the parking lot or front driveway and a notice of such violation was affixed to the vehicle at least thirty (30) days earlier, whether the notice was removed or not, the vehicle may be towed without further notice to the owner. Tow fees will be charged to the owner.

D. GENERAL RULES REGARDING VEHICLES

1. There is an outdoor parking lot available for residents and guests of 909 E. Kenilworth. The **designated guest-only parking lot** is in the front of the building. This section is for Guests of the residents of 909 E. Kenilworth only. **Overnight parking in the front circle is strictly prohibited.** Any resident using the guest parking spaces will be subject to a violation and possible fine.
2. Vehicles may not be parked so as to obstruct passage of other vehicles on the property. All vehicles shall be parked within permitted limits or within the lines or other marked boundaries for such vehicles. Only one (1) permitted vehicle and/or two-wheeled motorcycle is to be parked in each parking space.
3. All vehicles are restricted to the streets, driveways and parking areas on the property. There shall be no parking or routes of passage across any other portions of the property, including lawn areas, sidewalks and loading areas. There shall be no parking in areas designated as fire lanes. Designated fire lanes are under the jurisdiction of the Village of Palatine Fire Marshall. Any vehicle parked in the fire lanes and left unattended is subject to ticketing by the Palatine Police, and/or to be towed without warning. Vehicles shall not be parked in a manner which interferes with ingress or egress to any portion of the property (i.e., sidewalks, doorways, etc.).
4. Parking, maintenance or storage of Non-Permitted Vehicles on any portion of the Property is expressly prohibited. However, commercial vehicles may be parked in permitted areas when used for their normal commercial purposes, so long as such parking is only for the period of time necessary to provide the commercial services requested by a resident of the building or by the Board.

Parking in the parking lot or parking garage is restricted to Permitted Vehicles only. The Board, in its sole discretion, may allow parking, maintenance or storage of other type vehicles by residents or guests in these areas under such terms and

conditions the Board determines. Any such permission shall be in writing, signed by the Board or its duly authorized agents and addressed to the resident requesting it. Nonresident-owned commercial vehicles are permitted while the vendor is on-site making repairs on behalf of the Association or its owners. Campers, hearses, large trucks, resident owned commercial, recreational and non-passenger vehicles are not permitted.

5. No major maintenance, changing of oil or antifreeze, or bodywork shall be done on vehicles on any portion of the property. Oil leaks are to be cleaned by the owner/resident. If the parking lot or garage floor is damaged by a leak, the Association will repair any damage and the cost to do so will be assessed to the unit owner's assessment account.
6. **No additional items** except those specifically mentioned (shopping carts, a dolly, strollers, walkers, medical equipment and bikes placed in front of the vehicle) may be stored in a parking space. Any items not allowed may be removed after due warning.
7. Vehicles may be moved at the request of the Board or management when necessary for property maintenance or to facilitate snow removal.
8. The pedestrian door and/or doors to stairwells and elevator are never to be propped open or left ajar, with the exception of the stairwell door in the garage, which has a built-in door stop for such purposes. **Residents must securely close the door when finished.**
9. It is the owners' responsibility to inform their guests or invitees of the parking rules and regulations.

E. GARAGE PARKING

1. The Willow Creek #3 Condominium Association owns the garage; the Declarations of Condominium Ownership and By-Laws require that the garage spaces assigned to the units at the time the amendment was recorded will remain the permanent spaces of those units, even if the units are sold. If for any reason an owner does not have a need for a garage space, the next owner on the waiting list maintained by the Board will be offered use of the space. The six (6) owners who do not have garage spaces will always take priority on the waiting list over an owner who has requested an additional space. Owners ***may not*** negotiate directly with other owners to utilize unused spaces. **THE BOARD OVERSEES ALL PARKING SPACE ARRANGEMENTS.**
2. No unit will have the right to utilize more than two (2) parking spaces.
3. Upon the sale of the unit, the existing garage space will remain the assigned space of the buyer of that unit. The owner whose assigned space is being rented by another owner is still responsible for ensuring that the garage assessment is paid.

4. No garage space may be rented for more than the amount charged by the association in the current budget.

- A. Garage spaces are to be used for parking of wheeled, motorized vehicles only, with the exception of specifically mentioned items (see above # 6) Vehicles must clear all building structures and fit within the confines of the assigned space. Additional items may be approved for storage within the garage space on a case-by-case basis upon written request and approval by the Board.
- B. The garage is not to be used as a recreation area.
- C. Observe the 5 MPH speed limit when using the ramp to/from the parking deck and within the lower garage. Headlights must also be used within the garage.

E. PARKING DECALS AND GUEST PERMITS

- 1. Parking decals/guest permits shall be issued to each homeowner or resident for each properly licensed permitted vehicle upon the homeowner completing the Orientation for New Owners meeting.
- 2. Decals shall be replaced with proof of sale and purchase of a new vehicle. Parking decals shall be displayed on the inside of the rear window or side window. Motorcycles should be registered with the Board.

G. VEHICLE/PARKING ENFORCEMENT

In addition to the other provisions for enforcement contained herein, the Board shall have the authority to tow vehicles which are parked in violation of these rules and regulations under the following circumstances:

- a. When a vehicle is parked in a fire lane, left unattended or parked in a manner which presents an immediate danger to the property or to the health, safety and welfare of any person thereon, the vehicle may be towed without notice to the vehicle owner.
- b. When a vehicle is parked in violation of any of these Vehicle Rules and Regulations and the owner of the vehicle has been notified and found guilty, but continues to violate the same provision, the vehicle may be towed without notice to the vehicle owner.
- c. Any time a vehicle is towed pursuant to these Vehicle Rules and Regulations, all costs and expenses incurred shall be the responsibility of the vehicle owner, if a unit owner, or the owner of the unit if an

owner's guest is the perpetrator. Any additional expenses incurred by the Association connection with any tow, including reasonable attorneys' fees, will also be the responsibility of the vehicle owner or the owner of the unit

H. NOTICES AND AUTHORIZATION TO TOW

1. In order to ensure that potential violators have notice that their vehicle may be towed and in accordance with the requirements of the law as set forth in Chapter 18a- 100 seq. of the Illinois Motor Vehicle Code, the Association will have signs posted on the property giving notice that violators of the Vehicle Rules and Regulations may be towed.
2. The Board may enter an agreement with an appropriate company or individual to effect removal of vehicles pursuant to authorization under these Vehicle Rules and Regulations.

ALL COSTS RELATED TO ENFORCEMENT OF ANY OF THE VEHICLE RULE AND REGULATIONS INCLUDING REASONABLE ATTORNEYS' FEES WILL BE THE RESPONSIBILITY OF THE UNIT VEHICLE OWNER. THE ASSOCIATION IS NOT RESPONSIBLE FOR LOSS OR DAMAGE TO VEHICLES OR FOR INJURY TO PERSONS OR PETS IN THE PARKING AREAS.

BICYCLES AND BICYCLE ROOM

1. Bicycles should be stored in the bike room on the first floor, in the garage bike rack, in your storage unit, or at the rear of your assigned parking space. Bicycles are not allowed between automobiles. For your security bicycles should be chained and locked but may not be attached to pipes or electrical conduits.
2. RESIDENTS ONLY may enter or leave the building with bicycles through the lobby or take their bike on the elevator.
3. Bicycles are not to be ridden in the hallways or garage.
4. If your bicycle is stored in the bike room, please store it in an orderly fashion so as not to inconvenience other residents. Please leave a passage way so that handicapped residents may enter with a wheelchair.
5. Motorbikes, motorcycles and motor scooters are not allowed in the bike room.
6. There is **absolutely** no storage of bicycles on balconies/patios.
7. Owners are asked to identify their bicycles with their name and unit number.

LAUNDRY ROOM

Keep in mind that this is a shared facility and be respectful of other residents need to use the machines.

Washing and drying must be *done* between the hours of 7:00 am and 10:00 pm. Liquid bleach is strictly prohibited. You may use powdered bleach. **No dyeing** is allowed.

1. No washing of excessive loads which cause damage to the machines.
2. One bulletin board in each laundry room is intended for the use of all residents. Please date all materials you place on the bulletin board. A maximum display period of 30 days is allowed.
3. Clean the lint out of the dryers after use and deposit it in the trash container.
4. Remove clothes promptly from washers and dryers so that they may be used by other residents. Let common courtesy apply
5. Palatine fire department codes require that laundry room doors be kept closed at all times.
6. Washer and dryers are strictly prohibited within individual units.
7. Be a good neighbor and use no more than two or three machines in either laundry room at one time.

PETS

1. Willow Creek #3 is a no pet building.
2. Visiting pets are not allowed in the building

STORAGE

1. Each unit has an assigned storage space. Unit owners shall not change storage space assignment.
2. The lock to the storage cage is the responsibility of the unit owner.
3. All personal property must be kept within the cage. Any items left outside the cage will be discarded.
4. Per Palatine Fire Ordinance, personal property stored in the cages may not exceed 24 inches from the ceiling.

NOISE AND NUISANCE

1. To be considerate of others, residents or guests shall not engage in conduct that poses a nuisance or annoyance including, but not limited to, TV or music at too loud a volume.
2. Care should be taken in locating stereo speakers. Speakers should not be located on a common wall or sit directly on the floor.
3. Actions of party guests are the responsibility of the host homeowner. Parties are not allowed to extend into the halls. Unit doors should be kept closed during a party to help eliminate noise problems.
4. Be a good neighbor and please refrain from talking to occupants of the upper floors while standing on the grounds or lower balconies/patios outside the building.
5. Outdoor Areas and Grounds:
 - a. No chairs, benches, stools, tables or other furniture may be placed or used on, at or near any building entrance, walkway, sidewalk, patio, deck, lawn, or any other Common Area of the property.
 - b. The following conduct and behaviors are expressly prohibited at or near any building entrance, walkway, sidewalk, patio, deck, lawn, or any on other Common Areas of the property:
 1. Loitering;
 2. Sleeping;
 3. Picnicking;
 4. Eating;
 5. Consuming alcohol;
 6. Playing music (except through headphones);
 7. Smoking;
 8. Urinating or defecating;
 9. Littering;
 10. Intimidating;
 11. Any other conduct, behavior, or activity that impedes any individual's free ingress to and or egress from any building; and
 12. Any other conduct, behavior, or activity that causes an unreasonable nuisance.

MOVE-INS/OUTS AND DELIVERIES

1. A moving monitor must be engaged for every move-in or move-out. Both the buyer and seller must pay a fee of \$100.00 to Willow Creek #3 on the day of the

move. Move-in/out hours are limited to Monday through Saturday, 8:00am to 10:00pm. **Move-ins/outs are not allowed on Sunday.**

2. Prior arrangements must be made with the management company for move-ins/outs or deliveries. **No move-in/outs or deliveries are allowed through the front lobby. Elevator access is through the garage only.**
3. In the case of damage, a fee will be assessed and must be paid to the Willow Creek Association for all move in/move outs.

The management company should be notified in advance of the closing date for the sale of each unit.

- a. Notification of a move-in/out must be given to the management company three (3) days in advance to allow padding of the elevator.
 - b. Elevator #1 (the east elevator) is the only one to be used and it must be padded.
4. Moving trucks/vans/cars must be parked to the south of the ramp (left side when facing the ramp) and must not block entry or exit of cars. **Vehicles used for moving should never be parked on the ramp.**
5. After your move-in/out is completed, take all large discarded items (i.e., boxes, crates, etc.) to the dumpster enclosure located in our parking lot. To conserve space in dumpsters break down boxes and crates.
6. Notify the management company of a large delivery THREE (3) days in advance to allow the padding of the elevator.
7. No trash or litter should be left in the lobbies, halls, stairwells, or garage after your move is completed. For your security do not leave household furnishings in the garage or the lobbies. Do not block elevators doors.

INSURANCE

The Association does not, under any circumstances, assume liability for loss or damage to personal property. It is essential that each unit owner carry an individual HO-6 condominium risk unit owner's policy in an amount sufficient to cover the value of personal property and for unit improvements. An HO-6 policy includes coverage for accidents occurring within individual units. Owners are required to supply a valid certificate of insurance to management annually upon renewal.

WINDOWS

The Board will perform exterior window cleaning on behalf of the owners. Inside window cleaning is the responsibility of the owner.

LOBBY/HALLWAYS

1. Lockboxes are **not** permitted between the front lobby doors or on the outer lobby doors. Lockboxes are **ONLY** permitted on the garage ramp fence.
2. Placing bags, boxes, or in the lobby or by any exterior door for pick up by charitable organizations is prohibited. Exceptions will be considered by the Board. Any items placed out for pick up without Board approval will be removed without notice and discarded.

RENTALS

To protect the investment of our owners, rentals to family members are only allowed with the approval of the Board and Management. Family members are defined as grandparents, parents, children, grandchildren, great grandchildren, and siblings. *The Board must be informed of all rentals in advance.*

ARCHITECTURAL STANDARDS/CONTROLS

The Association's Board of Directors is charged with the responsibility of maintaining the aesthetic integrity of Willow Creek #3. If you are considering making any changes outside of your unit that would affect the appearance of your unit or the common grounds, permission for such changes must be secured from the Board before work can begin. **Board approval must also be obtained for interior modifications of significant proportion to ensure that the structural integrity of the building will not be compromised.**

To request permission for architectural improvements, obtain and complete an Architectural Request Form from Management, attach any pertinent information, and return it to the Management Company for Board review. You will be notified in writing of the Board's decision.

Guidelines for improvements include, but are not limited to, the following:

1. **All structural changes in units must have written approval of the Board.** This includes, but is not limited to, changes in electrical and plumbing systems. Approval of proposed changes does not relieve the homeowner of responsibility if there is damage to the common elements or any other units.
2. **Any remodeling to flooring MUST be approved by the Board prior to construction. Noise reduction barrier must meet soundproofing standards as noted below.**
3. No exterior modification to a patio or balcony or surroundings thereof (i.e., landscaping) may be made until the plans and specifications showing the nature, type, shape, height, materials, color and location of the same shall have been submitted to and approved in writing as to harmony of external design in relation to surrounding structures and topography by the Board.
4. No alterations may be made to the interior of unit, which will jeopardize the structural integrity of the building. **Any damage realized to the common elements and/or other units affected during construction will be repaired at the homeowner's expense.**
5. Remodeling projects are limited to the hours of 8:00am to 8:00pm, Monday through Saturday, and 11:00 to 5:00pm on Sundays.

6. No patio door may be installed without prior written permission from the Board.
7. Once permission has been given for any exterior change or alteration, the unit owner and all future unit owners, and not the Association, will be responsible for the maintenance of the alteration.
8. All exterior improvements must be maintained in good repair by the unit owner. If improvements are not maintained to the Board's satisfaction, the Board may maintain said improvements and assess the owner for the cost to maintain.

A. FLOOR COVERINGS

Any of the following will meet the standards for installation of floor coverings in individual units:

1. Carpeting with an underlayment of 31 -ounce combination padding or 3/8" foam padding or 80-ounce foam rubber padding.
2. Parquet flooring with an underlayment of 3/4" plywood that is set with a minimum of 1/8" mastic on both the top and bottom surface.
3. Marble flooring with an underlayment of 1/2" Noise Stop Board by Owens Corning Co. (or an equivalent product) covered with a layer of 1/8" Masonite-type hard surface board.
4. Tile or vinyl floor covering to be backed with a sponge, cork, or felt backing which creates a sound transmission factor no greater than a carpet with a 31-ounce combination padding.
5. Any other floor covering which provides an equivalent or better insulation from sound transmission as any of the above and which has been approved by the Board, in writing, prior to installation.

B. PATIOS

Homeowners wishing to extend their patios will be subject to following specifications:

1. Patio modifications/extensions must be such that they can be easily removed at the Board's discretion.

2. Patio cannot exceed 13 ft. in length (corner units) and 13 length (interior units) and/or 10 ft. width.
3. The following are board-approved materials/colors for patio modifications/extensions:

Patios:

- Material: Concrete, brick pavers, concrete pavers
- Concrete Color: Natural. No pigmented and/or stained concrete colors will be considered acceptable.
- Brick/Concrete Paver Colors: Patio color selections should be earth-tone blends of the above indicated colors rather than solid colors. All applicants will have to submit color samples to the Board for approval.

Decks:

- Framing Material: Pressure treated and/or wolmanized
- Decking Material: Redwood, western red cedar, solid composites

4. Patios may not be attached to the building or foundation.
5. All fasteners, anchors, nails, and/or screws must be galvanized.
6. Decking must be one of the following: 5/4 decking, 2 x 4 and/or 2 x 6.
7. Black plastic and gravel (#6 stone) must be placed under deck, with a gravel depth of 2-3 inches.
8. Sealer is permitted in light tints only. A color sample must be provided to the Board for approval.
9. Patio must leave adequate mowing access between patio and other structures.
10. Decks must have galvanized screening and/or mesh (maximum mesh size 1" x 1") attached to bottom wood framing and secured below gravel to prevent animal access.
11. Lattice and/or trellis screens, benches, and railings are not considered acceptable attachments to decks.
12. In the case of double patios, both units must extend their patios.
13. No alterations will be permitted on balconies.

C. LANDSCAPING

Landscaping around your patio is subject to the following guidelines:

1. All plant material (i.e., shrubs, ground cover, perennial flowers) should be selected from the appropriate hardiness zone. Palatine is generally considered to fall within hardiness zone 4.
2. Maintenance and security dictates that all plant material be selected based upon the plant material not exceeding 4 feet in height at maturity. Units adjacent to driveways and parking may request an exception.
3. Miscellaneous landscaping items that are not considered acceptable are: steel, aluminum, pre-cast concrete and/or plastic edging, decorative gravel mulch (i.e., white marble chips, volcanic rock), decorative retaining walls (i.e., timber and/or pre-cast concrete block).

ENFORCEMENT POLICIES

If a unit owner violates or is otherwise liable for a violation of any provision of the declaration, by-laws, and/or rules and regulations of the Association, the following shall occur:

1. When a violation is reported to the board or the management company, the unit owner (and renter, if applicable) shall be notified in writing by the management company of the violation.
2. This notification may also contain demands necessary to protect the interest of the Association in accordance with the provisions of the Illinois Condominium Property Act, the declaration and by-law's, village fire and safety codes and/or rules and regulations of the association.

If any unit owner feels that he/she has been wrongfully or unjustly charged with a violation hereunder the unit owner may proceed as follows:

1. Within ten (10) days after the unit owner has been notified according to paragraphs and I (b), he/she may submit to the board. In writing, a protest stating the reason(s) why he/she feels no violation has been committed.
2. Should no protest be filed, the allegation in the Notice of Violation shall be considered true and accepted by the unit owner. Should a protest be filed, a hearing on the matter shall be held before the board no later than six (6) weeks after receipt of the written protest.
3. At the hearing the board shall hear and consider arguments, evidence or statements regarding the alleged violation. After a full hearing the board will make its determination and notify the unit owner in writing. **The decision of the board shall be final and binding on the unit owner.**

4. Payment of charges made under this policy shall not become due until the board has completed its determination. However, the association during this period may pursue other legal or equitable remedies.
5. Any unit owner charged hereunder should pay all charges within 30 days of notification that such charges are due. Failure to make the payment in the specified time shall subject the unit owner to all of the legal or equitable remedies necessary for the collection.
6. The remedies hereunder are not exclusive, and the board may, in addition, take any action provided for in the declaration, by-laws and the rules and regulations of the Association.
7. Upon further violation(s) by the unit owner, the matter will be forwarded to the association attorney for appropriate legal action. **All attorneys' fees and costs incurred will be charged back to the unit owner.**

Fines: Fines are not designed simply to be punitive, but to protect the quality of life for all Willow Creek #3 residents. Therefore, the Board will assess reasonable fines based on the seriousness of the violation.

ELECTIONS/BOARD OF DIRECTORS

1. The members shall hold an annual meeting, one of the purposes of which shall be to elect members of the Board.
2. If there are multiple owners of a single unit, only one of the multiple owners shall be eligible to serve as a member of the Board at any one time.
3. Any proxy distributed for Board elections by the Board of Directors gives unit owners the opportunity to designate any person as the proxy holder, and gives the unit owner the opportunity to express a preference for any of the known candidates or to write in a name. The proxy must bear the date of execution and, unless the written proxy itself provide otherwise, is invalid after 11 months from the date of its execution.
4. Voting shall be on a percentage basis and the percentage vote to which each unit is entitled is the percentage interest of the undivided ownership of the common elements.
5. A candidate for election to the Board of Directors or such candidate's representative shall have the right to be present at the counting of the ballots.
6. Ballots and proxies related thereto, if any, for any election held for the Board and for any other matters voted on by the unit owners shall be maintained for not less than one year.

BOARD MEMBERS MUST:

1. Strive at all times to serve the best interests of the Association as a whole regardless of their personal interests.
2. Use sound judgment to make the best possible business decisions for the Association taking into consideration all available information, circumstances and resources.

3. Act within the boundaries of their authority as defined by law and the governing documents of the Association.
4. Perform their duties without bias for or against any individual or group of owners or residents.
5. Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the Association.
6. Conduct open, fair and well-publicized elections.

BOARD MEMBERS MAY NOT:

1. Reveal confidential information provided by contractors or share information with those bidding for Association contracts unless specifically authorized by the Board.
2. Make unauthorized promises to a contractor or bidder.
3. Advocate or support any action or activity that violates a law or regulatory requirement.
4. Use their positions or decision-making authority for personal gain or seek advantage over another owner or resident.
5. Spend unauthorized Association funds for their own personal use or benefit.
6. Accept any gifts, directly or indirectly, from contractors or suppliers.
7. Misrepresent known facts on any issue involving Association business.
8. Divulge personal information about any Association owner, resident or employee that was obtained in the performance of Board duties.
9. Make personal attacks on colleagues, staff or residents.
10. Harass, threaten or attempt through any means to control or instill fear in any Board member, owner, resident employee or contractor.
11. Reveal to any owner, resident or other third party the discussions, decisions and comments made at any meeting of the Board properly closed or held in executive session.

Finally, it is the hope of the Board that providing these Rules and Regulations, detailed as they are, will enable you to understand your role, your rights and your responsibilities as an owner and ease your transition into your new home. Feel free to contact your Board with any questions or concerns. Again, welcome!