

Plymouth Farms
Vernon Hills

**PLYMOUTH FARMS CONDOMINIUM ASSOCIATION
VERNON HILLS, ILLINOIS**

**RULES AND REGULATIONS
REVISED 2016**

*From time to time due to changes and revisions in the Illinois Condominium Property Act, items within this booklet may become obsolete and/or require updating.

FOREWORD

Dear Homeowners:

Welcome to Plymouth Farms Condominium Association! We sincerely hope you will enjoy the Condominium lifestyle you have chosen. To enjoy your new home, one must first understand what a condominium is and what the lifestyle entails along with your responsibilities and obligations.

The basis of any condominium association is its underlying documents. These define the purpose and organization, the rights and obligations of each Homeowner, and the rights and obligations of all Homeowners collectively. Rules and Regulations clarify day-to-day operations and rules, particularly as they relate to individuals living on the property. They are the means by which we may cohabitate successfully, knowing what privileges we have, and what acts would be transgressions against the safety or welfare of others.

This booklet is designed to help you understand the basic rules and regulations and as a reference manual, where information can be ready at your fingertips. Rules and Regulations have been carefully developed, based on requirements of the Condominium Property Act of the State of Illinois*, the declarations for Plymouth Farms Condominium Association, recommendations from the Association's Attorney, the Management Company, and the experience of your Board of Directors.

Each section of this booklet is based on a reference in the Declarations; a table of contents lists items by topic, referring you to the section where information will be found. Enforcement of the rules is based on a democratic process; violators are informed of the grievance against them, given an opportunity to respond and have a hearing before the Board of Directors.

Finally, we are including information on items such as parking, pool, and the community gardens.

Please take time to review this information carefully and sign the acknowledgement of receipt form and return to the Management Company. Also, please keep this booklet in a safe place where it can be easily referred to for any and all future needs. We hope you will enjoy a safe, clean and peaceful Plymouth Farms.

Sincerely,

**Your 2016 Board of Directors
Plymouth Farms Condominium Association**

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I. CONDOMINIUM ASSOCIATION EDUCATION & FACTS

The Association

As a Homeowner in Plymouth Farms you are now a member of The Association and you have the same rights and responsibilities as all the other members. Your Association is a business and it is run in such a manner.

Board of Directors

The Board of Directors is comprised of three (3) Plymouth Farms Homeowner's, who are elected by The Associations Homeowners as directed in the Bylaws and Declarations. These are unpaid, volunteer, and two-year elected positions. Two positions are up for election one year, and then the following year, one position is up for election and this continues on a rotating basis to ensure continuity of information passed along from one year to the next as elected individuals can change from time to time. The role each elected individual does is elected by the Board members themselves. All Homeowners who are current with their assessments are eligible to serve on the Board.

Management Company

The Management Company reports directly to the Board of Directors and handles the day-to-day affairs of the Association. The Management Company has been selected by the Board of Directors to offer professional guidance in the selection of contractors, handling Homeowner correspondence and complaints, on-site inspections, enforcement of the rules and regulations, pool operations, accounting and record keeping of assessment payments, investment of funds, liaison with the Association's appointed attorney and attendance at Association meetings to report on the current status and condition of the Association's business.

The Management Company should be contacted by phone, email or USPS mail if a Homeowner has a problem, question, work order or complaint. The Board of Directors are informed of all such contact(s). Decisions are made at each board meeting and the best course of action is then decided. Emergencies are handled as quickly as possible.

Meetings

The Association typically has four (4) Board of Director's meetings each year. Each meeting will be announced by the management company by USPS mail. The Association's Annual Meeting for elections is announced in a similar fashion. Each meeting has a short time frame where Homeowner's may comment at the end of each Board meeting. This time should not be utilized for reporting work orders or general complaints, but instead proactive ideas for moving the Association forward.

Board Meeting Minutes

The proceedings at all Board meetings are kept in the form of minutes. These minutes are open for all Association members to review and are available from the Management Company.

Common Areas

Common Areas may be defined as all of the portions of the property except the home's living space. The common areas are owned jointly with other Homeowners. The streets, land, amenities, roofs and siding are just a few of the Common Areas (See Declarations for specific details regarding definition of all elements).

GOVERNING DOCUMENTS FOR THE ASSOCIATION

Condominium Property Act

The Condominium Property Act is the state statute which allows a property to be established as a condominium, and governs how a condominium should operate. The provisions are the basic guidelines by which all condominiums in the state must be set up and operated.

Declarations

The Declarations are the legal documents that were written by the developer of the property. They describe the day-to-day operation of the Association. They provide for administration by a Board of Directors elected from among the Homeowners, stating how many Board members there shall be, when terms shall run and expire, how an operating Budget shall be adopted, how common expenses shall be charged ("assessed") to each Homeowner, how meetings shall be called and held, and how the property shall be used by the Homeowners.

Rules and Regulations

The rules and regulations that have been established conform to the authority granted to the Association in the Illinois Condominium Property Act and the Declarations of Covenants, Conditions, Easements and Restrictions for the Association. Rules and regulations may be used to clarify, expand upon or add requirements, provided that action or authority is allowed by the basic documents.

II. MONTHLY ASSESSMENT FEES & COLLECTION

Monthly Assessments

The assessment fee is a part of every Homeowner's commitment, obligation and investment. Assessments are due and payable on the first of each month. Checks are to be made payable to Plymouth Farms Condominium Association, and must be received by the first (1st) of the month. A courtesy grace period extends to the tenth (10th) of each month or a late fee will be applied to the account. Delivery stamp date at the bank or management company is considered the receipt date of any Assessment payments. Homeowners will be assessed an administrative charge and all costs for checks returned for insufficient funds.

Payment Methods: Typically, at the beginning of each year a coupon book is mailed to all Homeowners as a reminder and convenience. You do not need coupons to make your payment as the Management Company offers other payment options. Please contact the Management Company for details.

Late Penalties and Collections: A late notice including a basic account ledger will be mailed out to individuals who are past due. Ledgers may reflect accrued fees, fines, legal costs, administrative costs, and/or special assessments. Balances that are not paid by the required date will accrue late fees until all charges have been paid in-full. Any Homeowner with a balance in arrears will be by the Association's attorney for collection. Legal action will be taken to collect all fees due and payable to the Association. All fees incurred as a result of this collection process will also be back charged to the Homeowner's assessment account.

Budget

The monthly assessment amount is based upon the annual budget developed and approved by the Board of Directors. The budget not only meets the operational needs of the Association for the upcoming year, but also includes the long-term planning for the future capital replacement needs of the property, such as roofing, siding, streets, curbs, and other major capital repairs and replacements.

III. GENERAL RULES

1. Each home is allowed two (2) registered vehicles and two (2) assigned parking spaces. Any remaining common parking shall be for the exclusive use of guests and temporary service vehicles.
2. Each Homeowner and Resident is required to furnish a completed contact information form and proof of Homeowners insurance upon request.
3. Homeowners who lease their home shall provide the Board of Directors and the Management Company the required documents. (see Exhibit C).
4. Grills, lawn and patio equipment are not permitted on the Common Areas when not in use. All such equipment must be stored inside the home and not left outside. Hot grills may **only** be left outside until cool.
5. Garbage, toys, sandboxes, bicycles, garden hoses/reels/carts and any other similar equipment must not be left in and around the home and common elements when not in use.
6. Absolutely NO BALL PLAYING is allowed anywhere within Plymouth Farms.
7. No planting of any kind is allowed in the surrounding flowerbeds by residents and no resident shall keep any potted plants in the flower beds or hung from any tree, hook or other such appenditure. All planting is to be done exclusively at the Community Garden, if any.
8. No resident shall dispose of any trash including food scraps in any manner other than using the Trash & Recycling rules outlined within this booklet. Feeding wild animals is also not allowed.
9. Smoke and carbon monoxide detectors are required per code and shall be maintained by each resident per code.
10. There shall be no obstruction of the Common Areas, nor shall anything be stored in the Common Areas. Each Homeowner is obligated to maintain and keep their home in good order and repair.

IV. DISTURBANCE, NUISANCE, & NOISE

No Homeowner, either in their home or any of the common areas, shall do, or permit to be done, anything that will be disturb or create a public nuisance to the occupants of any of the surrounding dwellings. Furthermore, no Homeowner shall do, or permit to be done, anything that will constitute a hazard or cause damage to the property of others or the Association. The Homeowner is fully responsible for any and all acts or neglect by himself/herself or his/her immediate family, sub-contractors, pets or visitors which cause damage to Plymouth Farms property in any manner.

While the building is to a degree soundproof, noise travels through the unit walls into other homes. As a courtesy to your neighbors:

1. Keep stereos, TVs, radios and such items down between the hours of 10:00 p.m. and 8:00 a.m. Sunday through Thursday and between the hours of 11:00 p.m. and 8:00 a.m. Friday and Saturday.
2. Do not play pianos, organs, or other musical instruments between the hours of 10:00 p.m. and 8:00 a.m., Monday through Sunday.
3. Noisy parties will not be tolerated. Violators will be subject to the Association's enforcement procedures.
4. Homeowners/residents are responsible for the conduct of their guests at all times.
5. Unreasonable noise or disturbance of any kind is not permitted at any time.
6. Renovations (hammering, drilling, etc.) should be done between 8:00 a.m. and 10:00 p.m. Monday through Sunday, so as to not create excessive noise.

V. ORDINANCES & BUILDING CODES

Police, fire, water, health and other authorized municipal officials shall have reasonable access to the property for performance of official duties. The traffic ordinances and regulations of the Village of Vernon Hills and state shall apply to the property and all residents. All buildings must be kept compliant with all local ordinances and building codes. For example, no Homeowner shall have any appliance(s) such as a washer, dryer, or other item that needs vented to the outside and no Homeowner shall create any ventilation for an appliance or other item without prior written authorization from The Association (see Exhibit B). The Association reserves the right to remedy code violations at the Homeowner's expense.

VI. PETS

1. Pet owners are cautioned to observe the Vernon Hills Village Ordinances and all state, local and federal laws pertaining to pet ownership. All such statues and ordinances shall prevail if there is any conflicts with this document.
2. No animals, livestock, fowl or poultry of any kind shall be raised, bred or kept in any home or in the Common Areas. Exceptions are dogs, cats, birds, rabbits or other domestic household pets, provided they are not kept, bred or maintained for any commercial purposes.
3. No home shall be permitted more than 3 pets at any one point in time in accordance to Village Ordinance.
4. Dogs and cats are not permitted to run loose in the Association in accordance to Village Ordinance. Any dog or cat taken outdoors **MUST** be on a leash at all times and the walker must carry and use some device for immediate removal of any droppings.
5. All pets must be spayed or neutered.
6. No resident or Homeowner shall conduct any business involving pets, including but not limited to: breeding, grooming, boarding or pet walking.
7. Pets must not be staked outside or tied to the end of a leash that originates inside the home.
8. Pet waste must be picked up immediately and is permitted to be disposed of in the small community trash receptacles if placed and tied closed in a plastic bag.
9. Dogs must not be allowed to create a noise nuisance by incessant barking inside or outside of the home.
10. Damage to any portion of the Common Area lawn, shrubs or plants caused by a pet shall be repaired by the Association but shall be the liability of the pet's Homeowner and shall be billed accordingly to said Homeowner accordingly.
11. Violators of the above specified pet rules are subject to the established violation procedures as published in this booklet as well as the removal of the pet from the property.
12. Pets must be picked up after promptly when walked in the railroad area in accordance to Village Ordinance and are also subject to the rules of the adjacent railroad property.

VII. BUSINESS OR COMMERCIAL ACTIVITY

No industry, business or trade of any kind, designed for profit, shall be conducted, maintained or permitted on any part of the Plymouth Farms Condominium Association.

No personal canvassing or fund soliciting of any kind shall be conducted, maintained or permitted on any part of the property except for those organizations formed within the Village of Vernon Hills by Village residents for non-profit purposes and for use within the Village.

VIII. SNOW REMOVAL & LAWN CARE

The Association is responsible for plowing and clearing away of two or more inches in accumulation of snow from the streets, driveways and parking pads, when accessible. The removal of dirt, snow or ice from the porches or walkways is the responsibility of the Homeowner. Snow or ice may be removed by the Association after the cleaning of the streets, driveways and parking pads, but this may change from year to year based upon the contract with the snow removal company. Any walks cleared or salted by the snow removal vendor should be considered a courtesy. Contractors shall not be directly approached with complaints or instructions by residents.

IX. TRASH & RECYCLING

The following are the Association's current procedures for trash and garbage pick-up:

1. Recyclables (newspapers, cans and glass bottles or containers as defined in instructions from the trash company) must be put in the specified recycling receptacle and placed at the street curb on those days designated by the waste vendor.
2. All other trash shall be bagged and tied closed carefully in sturdy plastic garbage bags that will remain intact during heavy winds, rain and attempts by animals to penetrate the containers. The trash must then be placed inside the specified trash receptacle and placed at the street curb on those days designated by the waste vendor.
3. Garbage must not be put out for pick-up before dusk the night before pick up, per the Village of Vernon Hills Ordinances. If a Holiday precedes or falls on pick-up day, pick-up will be one day later.
4. You are allowed only one bulk item (ie: chair, broken child's toy, etc.) in addition to the trash receptacle. Should you have more to pick-up than this, you MUST contact the trash company to schedule a large pick-up.
5. Nothing shall be done or kept in any home, or in the Common Elements which will increase the rate of insurance on the building. No hazardous material of any kind shall be included with the trash procedures outlined above and no waste shall be disposed of in the common areas. Any Homeowner wishing to dispose of hazardous material MUST call the Village of Vernon Hills for special instructions.
6. Electronics MUST be recycled via special locations throughout Vernon Hills as per State of Illinois laws. Please contact the Village of Vernon Hills for current locations and further details.
7. Throughout the property you will find small trash cans. These are not to be used for any type of trash from your home. These are intended strictly to help keep our community cleaner by providing a convenient location for individuals to help keep litter to a minimum. They may also be used for dog waste once it has been placed in a bag and carefully tied closed.
8. Any Homeowner caught dumping trash or leaving pet waste on the railroad property will be fined accordingly per Association rules and/or Railroad rules.
9. Any Homeowner dumping materials in association or vendor dumpsters will be fined.

Notice of any change, temporary or otherwise, in any of the pick-up service arrangements will be sent to all Homeowners and it will be their responsibility to observe these changes.

X. PARKING

1. Registration: At Plymouth Farms all resident vehicles must be registered, insured, and licensed with the State of Illinois and properly registered with management and display a current Plymouth Farms registration sticker. Plymouth Farms allows the registration of two (2) vehicles only. With proper vehicle registration, each Homeowner will receive two (2) parking stickers. Stickers are non-transferable, and the license plate number on the sticker must match the license plate on the vehicle it is affixed to. Stickers MUST be permanently affixed to the lower corner of the front driver's side windshield. Any vehicles not meeting these rules may be towed without notice at any time.
2. Sticker Replacement: Should any Resident get a different vehicle, they are required to notify Management and complete an updated Vehicle Registration & Parking Sticker Application, along with a picture of the old sticker that was issued that will no longer be on the property along with a picture of the new vehicle that will have the new sticker. For each replacement sticker there is a \$100 fee in addition to the updated and required forms.
3. Parking at Plymouth Farms: Each home is assigned two parking spots. The garage is the primary parking location for one of the two registered vehicles. The garage must be maintained in a manner to allow for this primary parking spot to be utilized. If a second vehicle is registered, they may park in the assigned space for the home in which it is registered to.

4. **Abandoned/Inoperable Vehicles:** Any vehicle deemed to be abandoned or in an inoperable condition may be removed without notice by the Association at the vehicle owner's expense.
5. **Access and Emergency:** No vehicle shall be parked, maintained or stored as to obstruct passage of other vehicles including emergency vehicles at any time. All vehicles must be parked within the permitted limits or within the marked boundaries for such vehicles. Vehicles shall not be parked in a manner which interferes with ingress to or egress from a parking area, sidewalks, garages or other Common Areas. Any vehicle that is parked in violation of this section may be removed at the vehicle owner's expense without notice.
6. **Mailbox Access:** Parking in front of the mailboxes is expressly prohibited and violators are subject to towing at the vehicle owner's expense.
7. **Handicap Parking:** Any vehicle parked illegally within a handicap accessible spot, shall be fined and/or towed immediately without notice.
8. **Permitted Vehicles:** Non-commercial passenger vehicles less than 1 ton and able to fit within the available garage space is allowed. Any vehicles not meeting these standards are not permitted.
9. **Maintenance and Repair:** No automobile repairs or maintenance of any kind (not even minor repairs such as oil changes and tire rotations) are permitted within Plymouth Farms. This includes the streets, drives, parking pads and inside garages.
10. **Snow Removal:** All vehicles must be removed from the streets, drives and pads until the streets are cleared of snow following an accumulation of two or more inches. Cooperation of all residents is essential during snow removal operations and is critical during heavy or long periods of snowfall.
11. **Remedies:** Vehicles in violation of any of the parking rules may be towed without notice and/or receive a fine and notice of violation as defined in the enforcement policies in this booklet. Any vehicle in violation of these rules will be towed at the owner's expense at any time.

Parking Assignment and Allocation

- The property was designed to accommodate one (1) vehicle per residence with limited guest parking. In an attempt to accommodate changes in the rate of car ownership the Association created and allows one (1) additional assigned parking space per home bringing the total number of registered vehicles per home to two (2).
- If there is a sidewalk on either side of the driveways, right of way must be given to pedestrians using such sidewalk and the sidewalk may not be blocked in any manner.
- Parking assignment is at the sole discretion of the Association.

XI. MAINTENANCE & REPAIR RESPONSIBILITIES

1. Maintenance responsibilities are clearly defined in the Association's Declaration. This document is simply an overview of some of the key points outlined in the Declaration.
2. The amount of maintenance the Association will assume is directly proportional to the amount of the monthly assessment fee that must be charged. In deciding how much maintenance the Association wants to assume, over and above the stated requirements in the Declaration, the Board is guided by the following principles.
3. The fee is not to be excessive, but must cover budgeted expenses, including the appropriation of a certain dollar amount to be held in reserves for potentially large expenses, such as streets, driveways, roof repair and replacement, and any unknown disaster expense which might ultimately be the Association's responsibility.

Homeowner Maintenance Responsibilities

1. Repair and maintenance of:
 - a. All glass surfaces with the exception of exterior light fixtures
 - b. Heating and air conditioning units
 - c. Interior wall surfaces, floors, and ceilings
 - d. Screen and storm doors
 - e. Electrical wiring and air conditioning lines

- f. Water heater
- g. Sewer and water lines that originate in the home and serve that particular home's purposes only
2. Any and all repairs, replacements, upgrades and the like that shall penetrate the common elements of a home such as the crawl space, attic, roof, exterior siding, trim, etc. MUST have a form completed and approved PRIOR to any and all such work being purchased.
3. Replacement of windows, subject to the adopted window replacement policy effective October 1, 1988. Please see Exhibit B for full details.
4. Watering of plants, shrubs and grass in close proximity to home
5. Extermination or pest control of any kind
6. Garage door mechanisms such as the tracking system, springs, etc. and garage door openers, if applicable
7. The cleaning of dirt, oil and grease from the driveways and parking pads
8. Removal of snow and ice from the sidewalks and porches

Association Maintenance Responsibilities

1. Repair and Replacement of:
 - a. Driveways
 - b. Streets
 - c. Structural wood trim and siding
 - d. Sidewalks
 - e. Garage doors
 - f. Roofs
 - g. Brick and mortar
 - h. Exterior painting
 - i. All exterior light fixtures and light bulbs
2. Snow removal of the streets, driveways and parking pads when accessible
3. All lawn and landscaped areas, except for damage caused by Homeowners, their family members, guests or pets
4. Maintenance of swimming pool, pool house and park/gardens
5. Common areas
6. Home to home water leaks
 - a. In the ceiling above the garages are pipes, duct works, air conditioner lines, etc. for the home located just above the garages. From time to time, residents have experienced water leaks into their garage from the neighboring home above. When a situation such as this occurs, please notify the individual in the upstairs home that water is entering the garage below. It is the responsibility of this upstairs Homeowner to make any and all necessary repairs to find and fix the source of the leak, as well as make repairs to any damaged drywall in the garage below and/or provide such restitution to the Homeowner's garage and items within below. The following are the most common types of leaks which have been experienced in the past:
 - Wax ring around the toilet has failed
 - Air conditioner condensation line has become dislodged or clogged
 - Water pipe has cracked/broken or frozen and broken in the winter months
 - Caulking around the bath tub and/or shower has failed
 - Hot water heater*In situations such as those just explained, the Association generally does not get involved unless the upstairs Homeowner with the water leak fails to respond.
7. Outdoor light fixtures at each home entrance, by the garages, on or around any other common elements or buildings such as the pool house, as well as the street lights are the responsibility of the Association in regards to replacement of fixtures, poles and light bulbs, unless they are damaged by a Homeowner, family member, guest, etc. In these cases, the same process will be followed where the Homeowner will be

charged back for all expenses related to replacement including labor and parts. Should any light bulbs stop working at your home, contact the Management Company to create a work order for bulb replacement, etc. The electricity for the street lights and garage lights are paid for by the Association, but the lights by your home's entrance(s) are paid for by the Homeowner of each home where the light switch is located inside the home. The Board of Directors asks that each Homeowner remember to turn on these lights once it is dark so as to provide adequate lighting for those who may be using the sidewalks and limit tripping hazards.

XII. STRUCTURAL & BUILDING CHANGES

No Homeowner or occupant shall alter, construct or remove anything to or from the outside of their home or the Common Area without prior consent in writing from the Board of Directors.

Nothing shall be done in any home or to the Common Area which will impair the structural integrity of the building. No Homeowner shall overload the electric wiring of the building or operate any machines, appliances, accessories or equipment in such a manner to cause, in the judgment of the Board, an unreasonable disturbance to others.

No Homeowner shall cause or permit anything to be hung or displayed on the outside of the windows or placed on the outside of any walls of any building, plant, or tree and no sign, awning, canopy, shutter, radio or TV antenna (except as originally installed) shall be added to the outside walls or roof of any building without the prior consent of the Board, or subject to the Rules and Regulations of the Board.

No exhaust or dryer venting shall be installed anywhere on, through, or out of any structure unless specifically approved by the Board of Directors in writing (See Exhibit B).

Any such structural changes made to any home or Common Area or any changes made or permitted to be made in any common area without prior consent from the Board of Directors shall, upon written notice from the Board, be restored to the original condition at the Homeowner's expense. In the event the Homeowner in question fails to comply, the Board of Directors may make such restoration(s) and assess the cost back to the Homeowner.

Storm Doors

All homes must have a storm door. The color of the storm door must be white and meet the current material standards established by the Association (see attached specifications). Prior to purchasing, replacing or installing any storm door approval **MUST** be obtained from the Board of Directors. Please see enclosed Architectural Control and Improvement Application form to ensure the purchase will meet the required standards for a uniform appearance of the neighborhood (See Exhibit B).

Outdoor Flags & Mounts

The Association provides individual flag mounts adjacent to each home's primary entrance door for the exclusive use of the resident to display an American or US Military flag. Flags must be maintained in good condition and be of a rectangular size/shape and may not be larger than 3' x 5'. The pole may not exceed 48 inches in length. Both the flag and pole, once installed, are the owner's responsibility for proper maintenance. The display of any other flags, banners, pennants, posters, or like hangings is strictly prohibited. No other flags or mounts are allowed anywhere else on the buildings, in flowerbeds or common areas.

Air-Conditioners

Each home must keep their central air conditioner in proper working order and in a non-detracting appearance so as to not detract from the appearance of the building in a negative manner. If your central air conditioner has received and passed an annual checkup and it still does not effectively cool your home, approval from the Association is not required for the use of a portable air conditioner. Please note: a portable air conditioner is NOT the same as a window air conditioner. Window air conditioners are no longer permitted to be installed in any home for any reason due to potential damage to the property. Any damages which may result from any air conditioner installation/uninstallation or usage is the responsibility of the Homeowner and to be repaired at their expense by a Board approved maintenance company.

Seasonal Decorations

Seasonal decorations may be displayed, granted that such decorations are tasteful and not offensive. No items may penetrate any portion of the exterior of the buildings for any purpose, especially for purposes of displaying decorations. All holiday decorations may be put up no more than thirty (30) days prior to the holiday and must be removed no more than thirty (30) days after the said holiday. No displays shall be hung, installed or placed on the exterior of the building at any time. Any holes, marks, or damaged caused is the responsibility of the Homeowner. Any and all violations will be subject to not only the fine structure discussed later in this booklet, but all associated costs to repair/replace the damage will be assessed back to the responsible Homeowner.

Windows

All window repairs and replacements are the Homeowner's responsibility, subject to the adopted Window Replacement Policy effective October 1, 1988 and said specifications. Please see Exhibit B for specifics. Any changes to windows MUST be approved by the Board of Directors PRIOR to purchasing of windows so as to ensure they meet the minimum standards of the community. (See Exhibit B)

Window Coverings

Window coverings such as sheets, bedspreads, newspapers, garbage bags, etc. are expressly prohibited.

Garage Doors

Garage doors are to be kept closed when not in use. "In Use" is meant for exit and entry and such activities as car washing and cleaning the garage. An open door detracts from the desired appearance we want to maintain as well as open doors encourage theft and vandalism and attract roaming animals that may create unnecessary damage to the property.

Furthermore, in the cold winter months, it is important to keep the door closed as the pipes for the homes run through the walls and ceilings of the garages. As experienced in the past by a number of our residents, leaving the garage doors open in the frigid cold temperatures only results in the freezing and breaking of the pipes and subsequently a lot of water damage to both yours and your neighbors' property. The Association does not cover the repairs to damages resulting from the above. Your Homeowner's insurance company should be contacted.

The garage door itself is the responsibility of the Association. However, garage doors damaged by the Homeowner will be repaired by the Association and charged back to the Homeowner accordingly. Each Homeowner is responsible for maintenance to the door's mechanisms and tracking and if they own a garage door opener that is also the Homeowner's responsibility.

XIII. SWIMMING POOL RULES & REGULATIONS

1. Pool passes will be issued only to current Homeowner's and their tenant(s) (if applicable) who are in good standing with the Association. Only those with current and valid pool passes are authorized to use the pool.
2. Each pool pass holder may invite up to two (2) guests, per visit to the pool.
 - a. In cases where attendance is at a peak and overcrowding would become of concern, the Pool Attendant will first ask guests to leave the area until such situation dissipates, so Homeowners and Residents have first priority to use the facilities.
3. Attendants have the authority to enforce any and all rules outlined by the Board of Directors. Removal of violators from the pool area and/or confiscation of ID's are possible remedies for any offenders as deemed appropriate by the Attendant on duty. Attendants may warn violators and will advise the Management Company of all serious and chronic infractions. Attendants may impose any and all remedies as they deem appropriate for the situation(s) as they may occur.
4. Stereos or radios are not allowed to be played, unless headphones or similar equipment is used for individual use.
5. Absolutely no person without a pool ID will be admitted to the pool area. Each person must also sign in and out.

6. No person under the age of sixteen (16) will be allowed in the pool area without a parent or guardian, who must be present at **ALL** times.
7. Absolutely no person will be allowed in the pool area without a Pool Attendant present.
8. Anyone within the pool area after pool hours will be subject to arrest, **PERMANENT** expulsion from the Plymouth Farms swimming pool and its pool house in addition to any potential violations and/or fines as deemed appropriate by the Board of Directors.
9. The pool will close when the temperature is lower than 68 degrees or if weather conditions make swimming unsafe.
10. Rafts, balls and other flotation devices and/or toys will only be allowed when conditions permit, at the Pool Attendant's discretion.
11. Persons using tanning oils and lotions must remove them before entering the pool.
12. Children wearing diapers must wear rubber pants in the pool. Soiled diapers may not be disposed of in the trash receptacles at the pool. Please take them home.
13. There is no smoking in or around the pool area.
14. No food, gum or alcoholic beverages are allowed at any time within the gated pool area or its pool house. Water and soft drinks in non-breakable containers may **ONLY** be brought in when presented to the Pool Attendant upon entry.
15. All long hair must be tied up.
16. No playing or hanging on the pool rope.

POOL VIOLATION EXAMPLES

- Minor Infractions: Running, pushing, hanging on the rope.
- Potential remedies: Warning, 10-minute time-out, 24-hour time-out, one (1) week time-out, expulsion of pool privileges for the remainder of the season.
- Major Infractions: Vandalism, mouthing off, foul language or any other inappropriate or disruptive behavior.
- Potential remedies: Any of the above listed in addition to fines and possible expulsion for the season.

POOL HOURS

- 10:00 AM – 9:00 PM DAILY FROM MEMORIAL WEEKEND TO LABOR DAY WEEKEND
 - Adult swim is 8:00 PM – 9:00 PM daily
- All hours are subject to weather and pool conditions
- Abbreviated hours to be announced, but usually surround the school year/times

XIV. GARDEN INFORMATION & PARK RULES

The Board of Directors has chosen what was commonly known as the playground, to become a Garden and Park area which allows for a wider range of ages to be involved and enjoy not only scenery and landscaping, but also a relaxing atmosphere and an opportunity to join in participating in a Community Garden. This can be a fun and educational opportunity for all and a way to get to know more of your neighbors.

1. Any watering cans, hoses or gardening implements must be taken back to your home after each use. You may use any water spigots on the nearby buildings to water your plants as necessary.
2. Children under 16 must be accompanied by an adult
3. No ball playing of any kind
4. No loitering
5. No littering
6. Park closes at dusk
7. No alcoholic beverages allowed

XV. INFORMATION COLLECTION & VALIDATION – OWNERSHIP & INSURANCE

The Management Company reserves the right to collect information on all Homeowners and tenants including but not limited to names and ages of all occupants, all pets and their descriptions, all vehicles, their descriptions and license plate numbers. They may also collect information such as phone numbers, email addresses and also information regarding emergency contacts.

They may also regularly request proof of insurance of each Homeowner's unit.

XVI. SALE OF HOME PROCEDURES

A Homeowner must contact the Management Company's Closing Department prior to the sale of a home. A fee is charged for all Closing Letters. Closing letters should be requested thirty (30) days prior to the closing to allow ample time for processing.

Any and all assessments, fees and charges must be satisfied at this time.

"For Sale" signs are to be located in one (1) of the home's windows ONLY. The signs are NOT permitted on doors, exterior surfaces, lawns or anywhere else on the Association's property.

XVII. LEASING YOUR HOME

All Homeowners who intend to lease their home must notify the Association, obtain, complete and return the Lease Application, Agreement, Rider and Policy Form to the Management Company.

The Association must be supplied a copy of all signed Lease Agreements and any and all riders associated with the leasing of the home; this includes all renewals of leases. Every lease shall be in writing and shall be subject in all respects to the provisions of the Declarations, By-Laws and Rules and Regulations of the Association.

Each Homeowner shall be responsible for providing tenants with copies of the Declarations, By-Laws and Rules and Regulations of the Association. Likewise, the Homeowner is responsible for any violations, fines and fees that may occur from any such tenants, their guests, family, friends and/or pets. The Management Company can only work directly with the Homeowner and does not converse with the tenants on any related matters.

Except as expressly permitted in writing by the Board of Directors, each home in Plymouth Farms shall be used only as a single family dwelling and for no other purpose. This is in accordance with Vernon Hills Village Ordinance. No Homeowner shall list or lease their home through websites or publications specifically designed for short-term leases, such as Air B&B, Home Away and the like. Any Homeowner who is found to be in violation of this rule will be subject to a fine of at least an amount equal to the nightly, weekly or monthly rate received for the leasing of the home by the Homeowner in addition to fines and penalties levied by the Board.

XVIII. ENFORCEMENT POLICIES

If a Homeowner or tenant violates or is otherwise liable for a violation or infraction of any of the provisions of the Declaration and/or Rules and Regulations of the Association, the following shall occur:

The Homeowner will be notified in writing of any violations. The notices will outline the infraction, the necessary remedy and the consequences of repeating the violation.

- **FIRST NOTICE OF VIOLATION:** The Homeowner will be notified in writing of the specifics of the violation, the necessary remedy and the consequences of repeating the violation. The Association reserves the right to adjust the fine amounts, skip progressive notices, take immediate action, levy all costs, or any other Association remedy if it feels that significant hazard to exists.
- **SECOND NOTICE OF THE SAME VIOLATION:** The Homeowner will be charged a fine in the sum of \$250.00 which will become due with the next monthly assessment statement. The Association reserves

the right to adjust the fine amounts, skip progressive notices, take immediate action, levy all costs, or any other Association remedy if it feels that significant hazard to exists.

• **THIRD NOTICE OF THE SAME VIOLATION & SUBSEQUENT NOTICE(S) OF THE SAME VIOLATION:**

The Homeowner will be charged a fine in the sum of \$1,000.00 which will become due with the next monthly assessment statement. The Association reserves the right to adjust the fine amounts, skip progressive notices, take immediate action, levy all costs, or any other remedy the Association feels appropriate, specifically when significant hazard exist.

XIX. REMEDIES

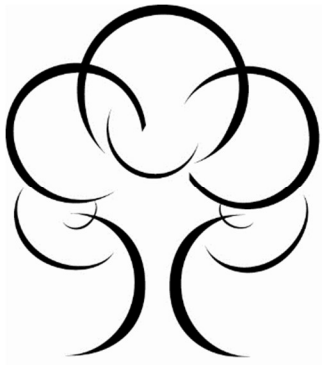
Any Homeowner who feels they have been wrongfully or unjustly received a claim of violation may take the following steps:

1. Within ten (10) days after the Homeowner is notified, the Homeowner must submit a written letter to the Board, in care of the Management Company, stating the reason the Homeowner feels they have not committed the violation along with any evidence to support their case and request a hearing of the Board of Directors to contest.
2. A hearing will then be scheduled and held before the Board of Directors at the next scheduled Board of Directors meeting during its Executive Meeting to ensure confidentiality of the Homeowner's situation. The Homeowner in question shall be given reasonable notice of said hearing time and date.
3. At the hearing, the Board of Directors shall hear and consider arguments, evidence or statements regarding the alleged violation(s). The decision of the Board shall be final and binding.
4. Should no protest be filed, the claim in the notice of violation shall be considered accurate and the fines and fees shall stand.
5. Payments and charges made under this policy shall not become due until The Board has completed its recommendation.

XX. MISCELLANEOUS

Should any Homeowner have any questions on the information contained within this booklet, they should immediately contact the Management Company for clarification.

All Homeowners and tenants are required to sign, date and return the Rules and Regulation Acknowledgement Form to the Management Company. Any Homeowner or tenant who does not return the completed document will be subject to the Enforcement Policies as laid out in this booklet.



Plymouth Farms

Vernon Hills

ACKNOWLEDGEMENT OF RULES & REGULATIONS (Copy)

This shall suffice as evidence that I, _____ of _____
(Print Homeowner Name) (Plymouth Farms Address)

in Vernon Hills' Plymouth Farms Condominium Association have received, read and understand the information contained within the Rules and Regulations booklet and that I, my family, guests, tenants (if applicable) and pets will be responsible for all material within said booklet.

I further understand and agree to be responsible for maintaining Homeowner's Insurance on my home and that the Management Company may request proof of said insurance as needed. Second, I am also responsible for ensuring my home has a properly functioning carbon monoxide detector. Lastly, I will be responsible for maintaining a minimum of one (1) smoke detector per floor per the Illinois State Laws.

Date: _____ Signature: _____
(Homeowner)

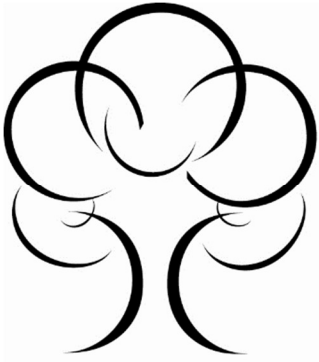
Print Homeowner Name: _____

Date: _____ Signature: _____
(Tenant if Applicable)

Print Tenant Name: _____

Once form is completed, please mail to:
plymouthfarmshoa@gmail.com
or _____
Imperial Asset Management, LLC
110 N. Brockway St Suite 320
Palatine, IL 60067
Phone: 847-757-7171

FOR OFFICE USE ONLY
Received Completed On: _____
Approved By and Date: _____
Date Notification Issued/Mailed: _____
Notes: _____



Plymouth Farms *Vernon Hills*

ARCHITECTURAL CONTROL AGREEMENT & APPLICATION (Copy)

Homeowner Name: _____ Phone Number: _____

Resident Name (if applicable): _____ Phone Number: _____

Address: _____ Date: _____

Select type of request below

Accessibility
 Communications (Cable, Satellite, Phone, Internet)

Door
 Heating, Venting and/or Cooling
 Window

This form shall serve as both an agreement and application between the Homeowner and the Plymouth Farms Condominium Association. The Board of Directors and the Management Company are obligated to protect and preserve the architectural integrity and aesthetic environment of the Associations common elements.

1. For the application to be considered for approval, these two (2) pages must be completed in full as well as all blanks on each page for the corresponding improvement requested.
2. Please allow 10 business days to ensure adequate processing time by the Management Company, The Board of Directors and Maintenance (if applicable) to receive a response to the request.
3. In the event of Board approval, Homeowner shall commence construction in strict conformity with the approved guidelines as soon as practicable, weather permitting, and after all approvals, inspections, and preparations are completed by maintenance, if applicable. In no event, shall construction commence after six months from the date of approval.
4. Homeowner, their successors in title, assignees, agents or heirs, are solely and individually responsible for the repair, maintenance and restoration of said improvement so long as it remains on the property.
 - a. If at any time Homeowner fails to maintain said improvement to the satisfaction of the Board, the Board shall notify Homeowner of his violation of this agreement in writing.
 - b. Homeowner shall bring the improvement into compliance within ten (10) days of the date of said notification.

- c. Failure of Homeowner to remedy the defects as outlined by the Board in the improvement, may, in the discretion of the Board, result in the Board undertaking any and all repairs, maintenance or restoration of Homeowner's improvement at Homeowner's expense.
 - d. Any and all expenses incurred by the Board in making said repairs, maintenance or restoration shall be assessed to Homeowner's account in accordance with Article of the Declaration, to collect the foregoing, including all costs and attorney's fees.
5. In the event Homeowner constructs an improvement different from what was approved, the Board may in its discretion, enter upon Homeowner's appurtenant portion of the common elements to dismantle and remove same or utilize any and all remedies available at law or in equity. Homeowner does hereby indemnify and hold harmless the Board, Association and its duly authorized agent and refrain from instituting an action for trespass in the event the board removes said improvement. The Board's right of entry is unqualified and in conformance with the Declarations of Plymouth Farms Condominium Association.
 6. All improvements are considered a temporary approval, where the home must be restored to original condition upon the exit of the Homeowner or any resident which occupied the premises at the time of the original approval.
 7. Plans and specifications of all improvements must be submitted and attached to the application to show location and dimensions.
 8. Homeowner agrees to any reasonable fees to cover expenses such as inspections and installation of said requested architectural improvement.
 9. Homeowner agrees to sole liability should the architectural request create any upkeep, maintenance or cause any damages and therefore be responsible for such costs associated.

We, the undersigned, do hereby acknowledge that we understand the rules concerning the proposed improvement. We agree to abide by the rules set forth by the Board of Directors in these rules and regulations and will be solely liable for upkeep and maintenance on this improvement and any damages that may occur due to these changes.

Date: _____ Signature: _____
(Homeowner)

Date: _____ Signature: _____
(Resident if Applicable)

Once form is completed, please mail to:
 plymouthfarmshoa@gmail.com
 or _____
 Mperial Asset Management, LLC
 110 N. Brockway St Suite 320
 Palatine, IL 60067
 Phone: 847-757-7171

<p>FOR OFFICE USE ONLY</p> <p>Received Completed On: _____</p> <p>Approved By and Date: _____</p> <p>Date Notification Issued/Mailed: _____</p> <p>Notes: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>

ACCESSIBILITY PACKAGE

Select type of request below

Railing

Ramp

ITEMS THAT MUST BE COMPLETED AS PART OF THIS APPLICATION PACKAGE:

1. **Two (2) Pages of the Architectural Control Agreement & Application Form**
(Homeowner & Tenant Signature Required)
2. **This page completed in its entirety**

Homeowners may request a railing or a ramp for accessibility purposes. These items shall be installed and removed ONLY by The Association’s approved maintenance company to ensure conformity with standards of the community.



Sample Photo of Railing – Actual Installation May Vary

Once form is completed, please mail to:
plymouthfarmshoa@gmail.com
 or
 Imperial Asset Management, LLC
 110 N. Brockway St Suite 320
 Palatine, IL 60067
 Phone: 847-757-7171

<p>FOR OFFICE USE ONLY</p> <p>Received Completed On: _____</p> <p>Approved By and Date: _____</p> <p>Date Notification Issued/Mailed: _____</p> <p>Notes: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>

COMMUNICATIONS APPLICATION PACKAGE

Select type of request below

- Cable TV
 Internet

- Satellite TV
 Telephone

ITEMS THAT MUST BE COMPLETED AS PART OF THIS APPLICATION PACKAGE:

1. Two (2) Pages of the Architectural Control Agreement & Application Form
2. Three (3) pages that follow completed in their entirety

Special Notes:

***SATELLITE INSTALLATIONS (see attached instruction guide and agreement):** All satellites must be properly installed per the attached instruction guide without exception. Satellites may ONLY be mounted on Association installed Commdecks located on the roof. Any and all installations done without prior written permission or not installed per the installation guide will be removed at the Homeowner's expense plus a fine of no less than \$1000. Wires must only be run through the Commdeck mounting unit and wired internally through the attic space into the associated dwelling. All penetrations of fire breaks or fire walls must be properly sealed with fire rated material. No exterior wiring or conduit of any kind is allowed. Residents are not allowed to drill holes, screw, fasten, or attach any wiring, conduit, or mounting materials of any kind to the siding, roof, gutters, trim, or any exterior surface or material, etc. Homeowners must provide the installer with a copy of the installation rules prior to any work being done. Homeowner must also supply Management Company with the installation job number once completed. The Homeowner will be responsible for repairing and paying for any damages to common elements and/or individual homes that may occur during or as a result of this work.

***CABLE LINES AND PHONE LINE INSTALLATIONS:** All cable connections must be properly installed per the attached instruction guide without exception. Satellites may ONLY be mounted on Association installed Commdecks located on the roof. Any and all installations done without prior written permission or not installed per the installation guide will be removed at the Homeowner's expense plus a fine of no less than \$1000. Wires must only be run through the Commdeck mounting unit and wired internally through the attic space into the associated dwelling. All penetrations of fire breaks or fire walls must be properly sealed with fire rated material. No exterior wiring or conduit of any kind is allowed. Residents are not allowed to drill holes, screw, fasten, or attach any wiring, conduit, or mounting materials of any kind to the siding, roof, gutters, trim, or any exterior surface or material, etc. Homeowners must provide the installer with a copy of the installation rules prior to any work being done. Homeowner must also supply Management Company with the installation job number once completed. The Homeowner will be responsible for repairing and paying for any damages to common elements and/or individual homes that may occur during or as a result of this work.

I/We, the undersigned Homeowner, do hereby acknowledge we understand the rules concerning the proposed improvement requested. We agree to abide by the rules set forth by the Board of Directors in these rules and regulations and will be solely liable for upkeep and maintenance on this improvement and any damages that may occur due to these changes.

Date: _____ **Signature:** _____
(Homeowner)

Date: _____ **Signature:** _____
(Resident if Applicable)

Date: _____ **Signature:** _____
(Satellite Installer)

COMMUNICATIONS & SATELLITE INSTALLATION INSTRUCTIONS and SIGN-OFF:

Cable installation instructions using the Commdeck system. Complete technical installation instructions available at the manufacturer website.

<http://www.rstcenterprises.com/commdeck/>

Specific satellite mounting video:

http://www.rstcenterprises.com/commdeck/video/dish_install.html



FINAL ASSEMBLY

Select hole pattern, use either large dish hole pattern (4 outside holes) or small dish hole pattern(4 Inside holes). **Insert rubber plugs provided into unused holes on cover to prevent water intrusion.** (Refer to fig 9) Peel off backing to expose adhesive on foam gasket. Center, and attach to inside cover. (Refer to fig. 10) Next, fasten assembly label to the underside of the lid. Avoid covering any holes with the label. Continue to follow directions on Assembly Label to complete CommDeck installation or continue to mount dish. (Refer to fig. 11)



PRE-WIRING RECOMMENDATIONS

It is recommended to use a minimum of (4) RG-6 coax cables and (1) ground wire when installing the CommDeck. Home run cables between the commDeck and central power location or Video distribution network. Leave a minimum of 6' of cable at both ends to complete installation. Refer to all NEC Codes for grounding requirements for your install.

For further install instructions visit our website at www.commdeck.com



INSTALLATION INSTRUCTION SIGN-OFF:

Installer Company: _____ Date: _____

Installer Name: _____ Ticket Number: _____

Homeowner Name: _____

Address: _____

COMMUNICATIONS INSTALLTION AGREEMENT:

Plymouth Farms Communications & Satellite Dish Indemnification Agreement

This indemnification agreement made on this _____ day of _____, 20__ by and between Plymouth Farms Condominium Association (“Association”) and _____ (“Homeowner”). In consideration of the mutual covenants set forth herein, Association grants Homeowner the right to install a satellite dish one (1) meter or less in diameter on the common/limited common elements, specifically on the association installed “commdeck” at _____ Vernon Hills, IL located in the Association
(Address)

provided Homeowner shall indemnify and hold harmless the Association, its directors, officers, agents and members from and against all claims, damages, losses, judgments, executions and expenses, including all costs of defense and attorneys’ fee (hereafter “claims”), arising out of or resulting from the installation, maintenance, use or removal of this satellite dish, provided that any such claim is (a) attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including the loss of the use resulting there from and (b) caused in whole, or in part, by any negligent act or omission of the Homeowner or anyone for whose acts any of them may be responsible or liable, regardless of whether or not it is caused in part by a party indemnified hereunder. It is also fully understood that Homeowner shall contact Management for removal of satellite/communications prior to selling and/or vacating their home at _____,
(Address)

and shall restore any and all areas where said satellite dish had been mounted, back to the original, pre-dish condition. Removal of dish and restoration of property shall be a requirement to facilitate issuance of a paid assessment letter at time of sale/close of property.

In the event any claims are lodged against the Association, its directors, officers, agents or members by the Homeowner or by anyone for whose acts any of them may be responsible or liable, the indemnification obligation set forth in this Agreement shall not be limited in any way by a limitation on the amount of type of damages.

Plymouth Farms Condominium Association

Homeowner:

By: _____
Its President

By: _____

Date: _____

Date: _____

ATTEST:

By: _____
Its Secretary

Once form is completed, please mail to:
plymouthfarmshoa@gmail.com
or
Mperial Asset Management, LLC
110 N. Brockway St Suite 320
Palatine, IL 60067

<p>FOR OFFICE USE ONLY</p> <p>Application Received Completed On: _____</p> <p>Inspected By and On: _____</p> <p>Approved By and On: _____</p> <p>Date Notification Issued/Mailed: _____</p> <p>Notes: _____</p> <p>_____</p> <p>_____</p>
--

DOOR APPLICATION PACKAGE

ITEMS THAT MUST BE COMPLETED AS PART OF THIS APPLICATION PACKAGE:

1. Two (2) Pages of the Architectural Control Agreement & Application Form
2. This page completed in its entirety

Homeowners may request a door or storm door replacement. To ensure conformity with standards of the community, please contact the Management Company for specific details that will be similar to the pictures below.



Sample Photo of Doors – Actual Standards May Differ

Once form is completed, please mail to:
 plymouthfarmshoa@gmail.com
 or
 Mperial Asset Management, LLC
 110 N. Brockway St Suite 320
 Palatine, IL 60067
 Phone: 847-757-7171

<p>FOR OFFICE USE ONLY</p> <p>Received Completed On: _____</p> <p>Approved By and Date: _____</p> <p>Date Notification Issued/Mailed: _____</p> <p>Notes: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>

HEATING, VENTILATION & COOLING APPLICATION PACKAGE

Select type of request below

- | | | |
|---|--|--|
| <input type="checkbox"/> Air Conditioner
<input type="checkbox"/> Air Ducts
<input type="checkbox"/> Dryer Vent | | <input type="checkbox"/> Fan/Exhaust Vent
<input type="checkbox"/> Furnace
<input type="checkbox"/> Hot Water Heater |
|---|--|--|

ITEMS THAT MUST BE COMPLETED AS PART OF THIS APPLICATION PACKAGE:

- 1. Two (2) Pages of the Architectural Control Agreement & Application Form**
- 2. This page completed in its entirety**

Homeowners must request approval for any of the above items to be replaced. To ensure we protect our investments of roofs, siding, etc., the Management Company will work with the Board to ensure a reputable maintenance company to inspect and assist where necessary should any work need to be done on any common elements such as roofs, etc.

Date: _____ **Signature:** _____
(Homeowner)

Once form is completed, please email to:
 plymouthfarmshoa@gmail.com
 or _____
 Imperial Asset Management, LLC
 110N. Brockway St Suite 320
 Palatine, IL 60067

FOR OFFICE USE ONLY

Received Completed On: _____

Approved By and Date: _____

Date Notification Issued/Mailed: _____

Notes: _____

Phone: 847-757-7171

WINDOW APPLICATION PACKAGE

ITEMS THAT MUST BE COMPLETED AS PART OF THIS APPLICATION PACKAGE:

1. **Two (2) Pages of the Architectural Control Agreement & Application Form**
2. **This page signed and dated**



(Sample photo. Does NOT represent exact community standards.)

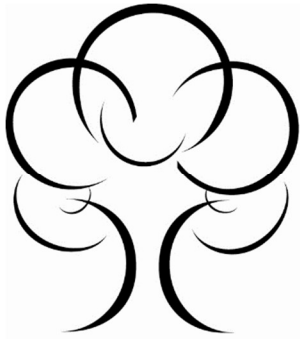
1. Responsibility for repair, maintenance and replacement of windows shall be the sole responsibility of the individual owner, subject to the following sharing of costs with the Association, based upon the length of ownership:
 - a. Owners since October 1, 1985, shall be responsible for 75% of the costs (8/12ths).
 - b. Owners since October 1, 1982, shall be responsible for 50% of the costs (6/12ths).
 - c. Owners since October 1, 1976, may request their windows to be replaced at Association expense and upon approval of the Association shall be responsible for 0% of the costs.
2. All Homeowners requiring maintenance, repair or replacement of a window shall be notified in advance of the date of the scheduled repair, the cost and the terms of payment. All costs shall be assessed back to the Homeowner's account as a special assessment and shall be collected as any other assessment.
3. Individual Homeowners may request replacement of their windows outside of Association mandated replacements. They must utilize these forms to request approval to the Management Company based upon the current standards of the Association.

We, the undersigned, do hereby acknowledge that we understand the rule concerning the proposed improvement. We agree to abide by the rule set forth by the Board of Directors and will be solely liable for upkeep maintenance on this improvement.

Date: _____ **Signature:** _____
(Homeowner)

Once form is completed, please mail to: plymouthfarmshoa@gmail.com
or
Imperial Asset Management, LLC
110 N. Brockway St Suite 320
Palatine, IL 60067
Phone: 847-757-7171

<p>FOR OFFICE USE ONLY</p> <p>Received Completed On: _____</p> <p>Approved By and Date: _____</p> <p>Date Notification Issued/Mailed: _____</p> <p>Notes: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>



Plymouth Farms

Vernon Hills

LEASE REGISTRATION, AGREEMENT, RIDER & POLICY FORM

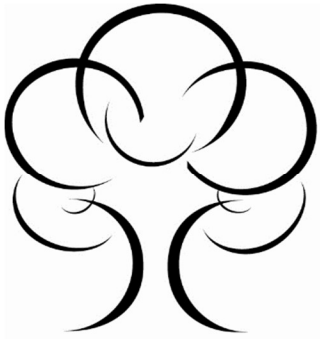
Homeowner's Name: _____ Phone Number: _____
 Address: _____ Date: _____
 Address to be Leased: _____

This form shall serve as an application for the Homeowner of the above address to lease the Home listed above within the Plymouth Farms Condominium Association.

1. For the registration to be considered complete, this page must be completed in its entirety as well as all blanks on each page for all leases, riders and informational data.
2. Please allow 10 business days from receipt of form for adequate time for processing by Management Company and the Board of Directors.
3. All Homeowners who wish to lease their home, MUST complete this process when leasing their home. Violation of this could result in fines and penalties.
4. Items that must be completed, signed and returned as part of this registration process:
 - a. Acknowledgment of Rules & Regulations form
 - b. All pages of lease, and all rider(s) between the Homeowner(s) and tenant(s)
 - c. Plymouth Farms lease rider
 - d. Homeowner & Resident Contact Information form

*NOTE: These forms are required to obtain parking stickers, pool access, etc.

FOR OFFICE USE ONLY	
Approved By: _____	Date Application Rec'd: _____
Inspected By: _____	Received By: _____
Inspected On: _____	Disapproved By: _____
Notes: _____	



Plymouth Farms

Vernon Hills

LEASE RIDER (Copy)

This Rider is added to the attached lease in accordance with the Rules and Regulations of PLYMOUTH FARMS CONDOMINIUM ASSOCIATION. By this Rider, the undersigned parties to said lease expressly acknowledge that, as required by Section 18 of the Illinois Condominium Property Act, every lease and parties thereto, shall be subject in all respect to the provisions of said Declaration as well as the By-laws and Rules and Regulations of the Association, and any failure by the lessee to comply with the terms thereof, shall be default under the lease.

The Board of Directors of PLYMOUTH FARMS CONDOMINIUM ASSOCIATION (the Board) shall be a third party beneficiary of said lease and shall be entitled to pursue all legal and equitable remedies available to either party under the lease in the event of any default. No rights of the Board shall be deemed to have been waived or abrogated by reason of any previous failure to enforce the same.

Lessor (Landlord) Signature

Lessee (Tenant) Signature

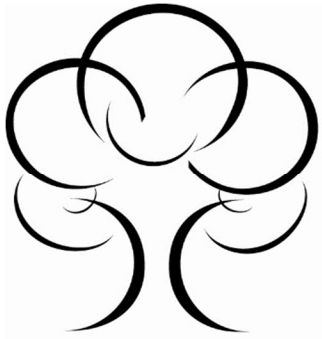
Lessor (Landlord) Signature

Lessee (Tenant) Signature

Date

NOTE: A signed original of all pages of the lease (and any and all riders) between the Homeowner and Tenant, and this rider must be given to the Management Company for its files in accordance with the Rules and Regulations of the Association.

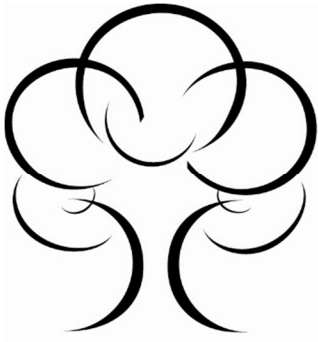
FOR OFFICE USE ONLY	
Approved By: _____	Date Received: _____
Homeowner Address: _____	Received By: _____
Tenant Address: _____	Disapproved By: _____
Notes: _____	



Plymouth Farms
Vernon Hills

MISCELLANEOUS FORMS

The following forms are samples of current forms utilized by the Association to meet the needs of the Association as outlined in the Declarations of Plymouth Farms. If you are in need to complete any form(s) in this booklet, you **MUST** contact the Management Company to obtain the most up-to-date form(s) instead of making copies from this booklet.



Plymouth Farms

Vernon Hills

HOMEOWNER & RESIDENT CONTACT INFORMATION (Copy)

Homeowner's Complete Name: _____
 Address: _____
 Home Phone: _____ Cell Phone: _____ Work Phone: _____
 Email: _____

If Applicable:

Second Homeowner Complete Name: _____
 Address: _____
 Home Phone: _____ Cell Phone: _____ Work Phone: _____
 Email: _____

If your home is leased, a copy of the lease and lease rider must accompany this form. Any type of request(s) will not be approved otherwise.

Tenant 1 Complete Name: _____
 Address: _____
 Home Phone: _____ Cell Phone: _____ Work Phone: _____
 Email: _____
 Tenant 2 Complete Name: _____
 Home Phone: _____ Cell Phone: _____ Work Phone: _____
 Email: _____

Please list name(s) and date of birth(s) of all occupants of the home

First Name	Last Name	Date of Birth
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



Please list all details of the pet(s) which occupy the home

Dog/Cat/Other	Breed	Color(s)	Name	Approximate Age
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Per the declarations, you are required to have insurance on your home and its contents.

Homeowner's Insurance Company and Policy Number: _____

Homeowner's Insurance Agent Name and Phone: _____

If Applicable:

Tenant's Insurance Company and Policy Number: _____

Tenant's Insurance Agent Name and Phone: _____

IN CASE OF EMERGENCY, where we may need immediate entry into your home, and in the event we cannot reach you or others living in the home, who can we contact for entrance to your home?

Complete Name: _____ Relationship: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email: _____

Does the above individual have a key to your home? YES NO

Signature of Homeowner 1: _____ Date: _____

Signature of Homeowner 2 (if applicable): _____ Date: _____

Signature of Tenant 1 (if applicable): _____ Date: _____

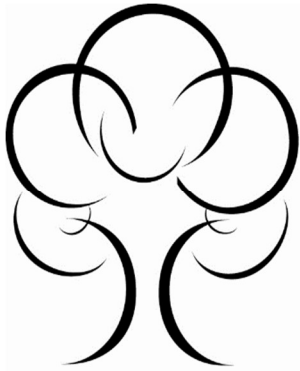
Signature of Tenant 2 (if applicable): _____ Date: _____

Once form is completed, please mail to: plymouthfarmshoa@gmail.com or Mperial Asset Management, LLC 110 N. Brockway St Suite 320 Palatine, IL 60067 Phone: 847-757-7171

FOR OFFICE USE ONLY
Received Completed On: _____
Approved By and Date: _____
Date Notification Issued/Mailed: _____
Notes: _____

Please note, this form is retained in the management office and is used for Association information only. No information is distributed or shared.

ALL AREAS OF THIS FORM MUST BE COMPLETED OR IT WILL BE RETURNED TO YOU. NO PARKING STICKERS OR OTHER REQUESTS WILL BE ISSUED OR APPROVED UNTIL THIS FORM IS COMPLETED IN ITS ENTIRETY.



Plymouth Farms

Vernon Hills

COMMUNITY GARDEN APPLICATION FORM (Copy)

Homeowner's Name: _____
Address: _____
Phone (Home or Cell): _____
Tenant's Name (if applicable): _____
Tenant's Address (if applicable): _____
Tenant's Phone (Home or Cell) (if applicable): _____

***This form is to apply for a single plot in the Community Garden located at Plymouth Farms in the central common area. The plots are elevated planting boxes, approximately 3-feet by 8-feet. Please complete this form by printing all the information requested and returning completed in its entirety to the management company to get your plot number and approval prior to planting in the plot.**

Here are some basic rules that you need to understand and adhere to:

1. No trees or tall plants ie: corn or sunflowers
2. No climbing, crawling, or oversized plants
3. Keep each space generally weed free and in clean condition
4. Materials, tools and debris left behind will be removed and discarded
5. All Association materials and water supply must be returned to their original place and left secured
6. All plantings must be removed from the garden before November 1st of each year
7. Abuse of these rules or any Association rules is grounds for removal of the Garden Privileges and/or associated fines and penalties

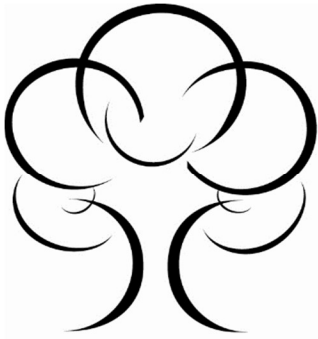
I hereby understand and agree to the rules and terms of the Community Garden

Homeowners Signature _____ **Date:** _____
 Tenant's Signature _____ **Date:** _____

Once form is completed, please mail to:
plymouthfarmshoa@gmail.com
 or _____

Mperial Asset Management, LLC
 110 N. Brockway St Suite 320
 Palatine, IL 60067
 Phone: 847-757-7171

<p>FOR OFFICE USE ONLY</p> <p>Received Completed On: _____</p> <p>Approved By and Date: _____</p> <p>Plot # Issued & Notification Mailed: _____</p> <p>Notes: _____</p> <p>_____</p> <p>_____</p>
--



Plymouth Farms Vernon Hills

VEHICLE REGISTRATION & PARKING STICKER APPLICATION (Copy)

Homeowner's Complete Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email: _____

Complete names of all other drivers: _____

If your home is leased, a copy of the lease, lease rider and associated documents **MUST** accompany this form. Parking sticker(s) will not be issued otherwise.

Tenant's Name (if applicable): _____

Tenant's Address (if applicable): _____

Tenant's Phone (Home or Cell) (if applicable): _____

Tenant's Email (if applicable): _____

List the two (2) vehicles registered to you and your household members:

1. Make: _____ Model: _____ Year: _____
Color: _____ Plate # and State: _____ VIN#: _____

2. Make: _____ Model: _____ Year: _____
Color: _____ Plate # and State: _____ VIN#: _____

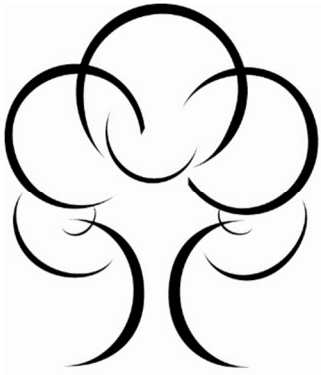
Homeowner's Signature: _____ Date: _____

Tenant's Signature: _____ Date: _____

to:

<p>FOR OFFICE USE ONLY</p> <p>Received Completed On: _____</p> <p>Updated Contact Information Form Received on: _____</p> <p>Approved By and Date: _____</p> <p>Date Stickers/Passes Issued/Mailed: _____</p> <p>Notes: _____</p> <p>_____</p>

Please note, this form is retained in the management office and is used for Association information only. No information is distributed or shared. ALL AREAS OF THIS FORM MUST BE COMPLETED OR IT WILL BE RETURNED TO YOU. NO STICKERS WILL BE ISSUED UNTIL FORM IS COMPLETED IN ITS ENTIRETY, along with an updated Homeowner & Resident Contact Information Form.



Plymouth Farms

Vernon Hills

POOL PASS REQUEST FORM (Copy)

Homeowner's Name: _____

Address: _____

Phone (Home or Cell): _____

Tenant's Name (if applicable): _____

Tenant's Address (if applicable): _____

Tenant's Phone (Home or Cell) (if applicable): _____

*Only **Homeowners** or **residents** (tenants) with a valid pool pass are authorized to use the pool. Please list the person(s) from your household who will be using the pool on the next page.

Homeowner's Signature: _____ **Date:** _____

Tenant's Signature (if applicable): _____ **Date:** _____

Once form is completed, please mail to:

plymouthfarmshoa@gmail.com

or

Imperial Asset Management, LLC

110 N. Brockway St Suite 320

Palatine, IL 60067

Phone: 847-757-7171

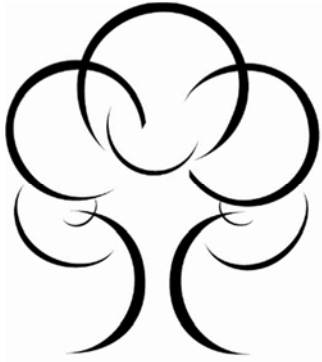
FOR OFFICE USE ONLY

Received Completed On: _____

Approved By: _____

Date Passes Issued/Mailed: _____

Notes: _____



Plymouth Farms

Vernon Hills

ACKNOWLEDGEMENT OF RULES & REGULATIONS (Copy)

This shall suffice as evidence that I, _____ of _____
(Print Homeowner Name) (Plymouth Farms Address)

in Vernon Hills' Plymouth Farms Condominium Association have received, read and understand the information contained within the Rules and Regulations booklet and that I, my family, guests, tenants (if applicable) and pets will be responsible for all material within said booklet.

I further understand and agree to be responsible for maintaining Homeowner's Insurance on my home and that the Management Company may request proof of said insurance as needed. Second, I am also responsible for ensuring my home has a properly functioning carbon monoxide detector. Lastly, I will be responsible for maintaining a minimum of one (1) smoke detector per floor per the Illinois State Laws.

Date: _____ Signature: _____
(Homeowner)

Print Homeowner Name: _____

Date: _____ Signature: _____
(Tenant if Applicable)

Print Tenant Name: _____

Once form is completed, please mail to:
plymouthfarmshoa@gmail.com
or
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