

**Rules and regulations for the community are part of the Bylaws and Declarations of Covenants. The Village of Palatine Ordinances are also considered in our Rules and Regulations. Over the years, the rules have been further defined by the Board. The following is a compilation of the most asked about rules for further clarification. The Board strives to create and maintain a beautiful and harmonious environment and a desirable community. By adhering to these rules, we can help to increase the desirability of our community and high homeowner value. Failure to abide by these rules may result in fines assessed to homeowners.**

-The HOA will provide landscaping maintenance services for all homeowners. Landscaping services are provided May to November and include lawn cutting, trimming, shrub trimming and removal of large weeds in planting beds. Fall and Spring cleanup is also included. It is the homeowner's responsibility to install and maintain planting beds with appropriate shrubbery, foundation plants and mulch to create an attractive appearance. Tree trimming is the responsibility of the homeowner and should be completed by a professional tree trimmer or arborist. This is not a service provided by our landscaping service. If a new planting bed is planned, prior approval of the plan is required. Tree removal requires approval and must be replaced within 6 months of removal with board approval. Vehicles should be clear of driveways and curbs to allow for the landscapers to complete their work.

-The HOA will provide snow removal service when there is at least 2" of snowfall on driveway and walkway surfaces. Snow removal will be done with snow blowers and shovels. The service will not be able to complete the snow removal if there are vehicles in the driveway or parked on the street. Ice melting salt is not included. Homeowners can contract with the snow removal company separately if they want this snow melt service.

-Owners will not park or permit others to park large vehicles or vehicles and trailers which total over 8 feet in height or are more than 20 feet in length on a permanent or regularly occurring basis in the driveways, or streets. Vehicles referred to by this section include, but are not limited to, semi-trucks, large vacation vehicles, two-ton or larger trucks, vans, boat trailers, commercial vehicles and so forth. Parked vehicles should not impede the ability of the landscape or snow removal crews to complete their tasks. Parking on the grass or any common areas is prohibited.

-Front yard areas shall be kept neat and clean. All trash containers, bicycles, toys, tools, and yard debris must be stored in the garage and out of view from the street. Outdoor furniture is to be kept on the patio or deck and not left on the lawn. No basketball goals or other permanent sporting structures may be constructed in the front yard.

-Signs of any kind must be approved by the Board before display. FOR SALE signs may be placed on any lot or dwelling without prior approval by the Board while the property is actively marketed for sale.

-Holiday and/or seasonal decorations are encouraged and can be displayed for up to 30 days prior to the holiday. It is recommended that decorations be removed 30 days after the holiday.

-If you are selling your home, you are required to notify the HOA of a pending sale contract via email to [service@clubhomesofwindhill.com](mailto:service@clubhomesofwindhill.com) within 5 days of contract acceptance to allow sufficient time for necessary administrative paperwork to be completed. Failure to follow this rule may result in a delay in the property closing process.

-Rental of your home is allowed with board approval. Each lease and subsequent renewals must be received and approved by the HOA. Renters are expected to follow the rules and regulations of the community. Failure to abide by the rules will result in notification and potential fines to the homeowners.

-The Community Contact List is to be used for homeowner business only and not for solicitation.

-No noxious or offensive trade or business activity shall be carried on upon any lot; nor shall anything be done thereon which may be or become an annoyance or a nuisance to the neighborhood. Regular client, employee or business activity is strictly prohibited.

-No fence, wall, awning or other improvements or structures shall be erected, placed, or maintained upon the property, nor any exterior addition or change (including change in color) until the complete plans have been submitted to and approved by the Board of Directors. If this approval is not obtained, such building, fence, wall, or other structure or improvement shall be promptly removed.

-The homeowner is responsible for keeping contact information and vehicle information up to date. Please notify [service@clubhomesofwindhill.com](mailto:service@clubhomesofwindhill.com) with any changes to your vehicle information, contact information and especially a change to your email address.

- The waterways are common areas of the HOA. Swimming, wading, fishing, or ice-skating is prohibited in all the waterways of the community. At no time are homeowners allowed to disturb or otherwise make any changes to any part of the waterways, even if they are adjacent to homeowner property lines unless prior approval is obtained. It is recommended that a distance of at least 5 feet is maintained around the perimeter of waterways.

-All exterior alterations to any Lot including modifications to the exterior of the single-family dwelling must be formally approved by the HOA at least 15 days in advance of any construction or change. Send your completed architectural or landscaping alteration request forms to this email: [service@clubhomesofwindhill.com](mailto:service@clubhomesofwindhill.com) Please complete alteration request forms in their entirety. Verbal consents will not be accepted. An incomplete form will delay your approval. We will try to provide a response to the request within 5 business days. Any alterations completed without appropriate approval will result in immediate removal of alteration at homeowners' expense until approval is obtained. Exterior alterations include paint, stain, siding, masonry, any exterior modification, roof, windows, lighting, doors, gutters, downspouts, driveway, walkway, decks, patios, planting, installation or removal of landscaping and hardscaping.

-Trash pickup day is Tuesday. Trash and recycle items are to be deposited in appropriate trash bins and not left at the curb in bags or boxes. If you have large items to dispose of, please adhere to the rules on the Village website regarding trash removal. Cardboard boxes should be put in the recycle bins. Trash bins may be put out at the curb no earlier than 7:00 PM Monday and must be retrieved by 7:00 PM Tuesday. Trash bins are to be kept inside your garage at all other times and not left outside.

-Garages are intended for vehicle storage. All vehicles must be kept inside garages overnight to the extent there is garage space (i.e., a two-car garage must be used to store 2 vehicles). If garages are filled with the maximum number of vehicles, then driveway parking is allowed overnight for residents' vehicles. At no time are commercial or recreational vehicles allowed to be parked in driveways unless it is transitory due to work being done on the property. Residents are allowed to have overnight guests. Guest parking for more than 2 consecutive nights requires board approval. Parking in the fire lane easement is prohibited.

-Homeowners are required to keep the exterior of their properties properly cleaned, maintained and free of damage. This includes all exterior paint, siding, gutters, downspouts, stucco, brick and masonry, windows, roofs, chimneys, doors, garage doors, driveways, walkways, porches, decks, patios, mailbox and post, landscaping (including trees and planting beds), hardscaping, etc. Trees should be professionally trimmed and not be allowed to encroach on neighbors' property. Failure to properly maintain the property may result in fines and/or the HOA completing the repairs at the homeowner's expense.