

Rules and Regulations

COUNTRY HOMES AT HIDDEN GLEN  
CONDOMINIUM ASSOCIATION

# RULES AND REGULATIONS FOR

## **THE COUNTRY HOMES AT HIDDEN GLEN CONDOMINIUM ASSOCIATION**

These Revised and Updated Rules and Regulations are adopted by the Board of Managers of The Country Homes at Hidden Glen (the "Association"), in accordance with procedures and authority set forth in Section 18.4(h) of the Illinois Condominium Property Act (the "Act"), Article Three, Section 3.13 of the Declaration of Condominium Ownership for The Country Homes at Hidden Glen (the "Declaration"), and Articles IV, Section 4.05 and V, Section 5.13(h) of the By-Laws, Exhibit D to the Declaration, and are effective upon delivery of a copy of same to each Owner following their adoption, on or about June 11, 2025. For purposes of these Rules and Regulations, the term "shall," wherever used, denotes that compliance with same is mandatory and failure to comply is a violation.

UPDATED October 27, 2025

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### Exhibits:

- A: Alterations /Additions
- B: Rider to Lease
- C: Satellite Dish Agreement Form
- D: Violation Complaint Form
- E: Notice of Violation and Hearing
- F: Notice of Determination

## **I. GENERAL INFORMATION**

### **A. BOARD OF DIRECTORS & MEETINGS**

The Board of Directors comprises five (5) Unit Owners, serving staggered two-year terms as set forth in the By-Laws (Section 5.04). Board members are elected by the designated Voting Members at the Association's Annual Meeting of the Members. Regular Board meetings are generally held every three months; Special meetings of the Board may be held at other times as the Board deems necessary. All Board meeting shall be held pursuant to notice as specified in the By-Laws and/or the Act. All Unit Owners are encouraged to attend.

The Board members are responsible for the direction and administration of the property. Officers are elected by the board members.

If you are interested in serving as a member of the Board, please contact the management company when board nominations are open/in advance of the Annual Meeting of the Members. Any Unit Owner is eligible (but only one Owner from any specific Unit can be elected. .

### **B. MANAGEMENT COMPANY**

The Board of Directors contracts with a professional management company to perform certain day-to-day business of the Association.

In the event of an emergency, or if Owners have requests for maintenance, please contact the management company, Mperial Asset Management, LLC at 847.757.7171.

### **C. OWNER'S INFORMATION REQUIREMENTS**

All Unit Owners, shall provide the Association with current and up-to-date information as follows:

- 1 . permanent residence mailing address
- 2 . email address (if Owner consents to Association's conduct of Association business with Owner via email)
- 3 . telephone number(s) for regular matters and emergencies
- 4 . vehicle make, model, color, and license plate number(s) of all vehicles associated with a Unit, and that may be parked on or garaged at the property at any time (not including vehicles of non-overnight visitors.)
- 5 . current insurance certificate showing Owner's condominium insurance.

Failure to provide information as required may subject Owner to enforcement action, including fines.

Any expenses of the Association incurred in locating a Unit Owner who fails to provide current information may be charged to the Unit Owner

DEFINITIONS

**UNIT:** See Definition of "Dwelling Unit" in the Declaration, Article One, Section 1.13 of the Declaration and applicable provisions in the Act.

**COMMON ELEMENTS:** See definition in the Declaration, Article One, Section 1.08, and applicable provisions in the Act.

*In general, the term "Common Elements" includes all of the Association's condominium property other than the units (excluding doors and windows).*

**LIMITED COMMON ELEMENTS:** See definition in the Declaration, Article One, Section 1.17, and applicable provisions in the Act. Limited Common Elements are generally portions of the Common Elements contiguous to or serving exclusively a single Unit or limited number of Units as an appurtenance thereto,

*In general, areas such as decks, patios, and driveways, may generally be considered Limited Common Elements.*

## II. GENERAL PROVISIONS

- A. See the Declaration, Section 3.13, regarding the use, maintenance and operation of the Common Elements.
- B. See the Declaration, Section 3.07, regarding actions/activities/conditions affecting insurance.
- C. See the Declaration, Section 3.11, regarding noxious, offensive, and nuisance activity.
- D. See the Declaration, Section 3.12, regarding prohibited unsightly uses. No sheets, blankets, or other similar materials shall be used as temporary window coverings in any Unit. Temporary window coverings not otherwise prohibited by this Section D shall be removed within sixty (60) days of occupancy following the sale of any Unit.
- E. Garbage, rubbish and recyclables shall not be placed or allowed to remain on the Common elements, except for same that are confined in a trash container with a secured lid, which may only be placed upon the common areas for pick up in accordance with the regulations of the Village of Glendale Heights, which is limited to 6:00 p.m. or later the day before scheduled pick up. Garbage shall not to be placed out in trash bags unless inside a trash container. Unit Owners/occupants shall place trash containers back into the Unit Owner's garage by no later than 10:00 p.m., the day of garbage pickup. **All containers MUST be marked with the unit address with minimum four (4) inch numbers.**
- F. Each Unit Owner is responsible for any damage to common elements caused by themselves, their residents, their guests, their pets, or persons engaged by them to perform services, as a result of negligence, carelessness, or misuse. All costs of repair or replacement, along with enforcement costs, if appropriate, may be added to the Unit Owner's account.
- G. After a warning for a first violation, documented damage to the common areas

(including, without limitation, grass, landscaping, driveways, building exteriors, etc.) by a Unit Owner or occupant may result in imposition of a fine upon the Unit Owner in an amount to be determined by the Board following notice and an opportunity for hearing, as well as any charge(s) for cost to repair.

**Commented [JA1]:** The Association must make repairs to the common elements. If an owner damages same, they may be charged for repairs in addition to any fine imposed after notice and opportunity for hearing.

III. ADDITIONS AND ALTERATIONS

No Alterations or Additions may be made to any of the Common or Limited Common Elements without prior written permission by the Board of Directors. Should a Unit owner wish to make such an Alteration or Addition to the Common or Limited Common Elements at the Unit Owner’s address, the Owner must contact the Association through its management office to obtain an Alterations & Additions Application form (Exhibit “A”). This form must be completed, signed and submitted to the management company and no work requested in the form shall be undertaken unless and until expressly approved by the Board and the Unit Owner is notified of same in writing.

IV. AIR CONDITIONERS

No “through the wall” or window-unit air conditioners shall be permitted.

V. ARCHITECTURAL CONTROL

No building, fence, wall, or other structure shall be commenced, erected, or maintained upon the property, nor shall any exterior addition to, or change or alteration thereto, be made until the plans or specifications showing the nature, kind, shape, height, materials, and locations of the same shall have been submitted to and approved in writing as to the quality and harmony of external design and location in relation to surrounding structures and topography by the Board of Directors of the Association.

VI. ASSESSMENT COLLECTION POLICY

All Assessments/Common Expenses (including where applicable Special Assessments duly adopted) and any fines imposed shall be due on or before the first (1<sup>st</sup>) day of each month as applicable. Further, Assessment payments and/or fines not paid so as to be received by the management company on or before the fifteenth (15<sup>th</sup>) day of the month (the “grace period”) shall be deemed late/delinquent, and the following Assessment Collection Policy shall apply to such delinquent sums/accounts as follows:

DATE	ACTION
1. First day of each month:	Assessment Due Date
2. Fifteenth (15 <sup>th</sup> ) day of month:	End of "Grace period"
3. Sixteenth (16 <sup>th</sup> ) day of each month	Late fee of \$50.00 charged
4. Sixteenth (16 <sup>th</sup> ) day of month	Statement advising of balance due

5. Sixteenth (16<sup>th</sup>) day of second month Collection Proceedings begin.

Collection Proceedings, as referenced above, begin with turnover of Unit Owner's file to the Association's attorney for action pursuant to the Illinois Eviction Act. Upon turnover of file, all communications and payments MUST go to/through attorney pursuant to information stated in attorney's written communications. In addition, the Association reserves the right to record a lien against a delinquent Unit Owner's interest in his/her/their Unit.

All legal fees and costs incurred by the Association in efforts to collect delinquent assessments or any other lawful charges, late fees and/or fines assessed to a Unit's account shall become the responsibility of the Unit Owner and shall be charged to the Unit Owner's account.

## VII. FOR SALE SIGNS

"For Sale" signs may ONLY be placed inside a front or side window of a Unit, or in the existing front plant bed between the front walkway and the garage. No "For Sale" sign may be placed anywhere else on the property, including in the grass in front of a Unit.

"For Sale" signs must be of a professional/commercial nature. No handmade/hand-lettered signs shall be permitted, including handmade "For Sale By Owner" sign(s).

Any "For Sale" sign(s) not in compliance with the foregoing rules shall be subject to immediate removal by the Association at the expense of the Unit Owner.

Similarly, an Open House sign of a professional/commercial nature in conjunction with the sale of any Unit shall be placed only in the front planting bed of the Unit, and no such sign shall be placed more than forty-eight (48) hours prior to the scheduled open house. No additional signage giving notice of or directions to such Open House shall be placed anywhere on the Association property.

## VIII. RULES AND REGULATIONS REGARDING USE OF TECHNOLOGY and ELECTRONIC DELIVERY OF NOTICE(S) and/or OFFICIAL ASSOCIATION COMMUNICATIONS TO MEMBERS.

- A. The Hidden Glen Condominium Board and its Manager are authorized to utilize electronic delivery of notices and other communications required to each unit owner who provides the association with written authorization for electronic delivery and an electronic address to which such communications are to be electronically transmitted. and each unit owner may designate an electronic address or a U.S. Postal Service address, or both, as the unit owner's address on any list of members or unit owners which the association is required to provide, as allowed by 765 ILCS 605/18.4 (s).

#### Use of Technology and Electronic Notice to Members

- B. The terms used herein shall have the same meaning as set forth in the Declaration of the COUNTRY HOMES AT HIDDEN GLEN CONDOMINIUM ASSOCIATION, as applicable.
- C. The Board has determined that Electronic Mail ("email") is the technological means that provides sufficient security, reliability, identification, and verifiability as required by Section 18.8(b) of the Illinois Condominium Property Act (ICPA), such that the Board and the COUNTRY HOMES AT HIDDEN GLEN CONDOMINIUM ASSOCIATION may rely upon communications from Members of said associations via that means as being true communications by such Members as have given their authorization to conduct association business by email as specified below.
- D. Further, email is the technological means of communication that the Board finds affords the COUNTRY HOMES AT HIDDEN GLEN CONDOMINIUM ASSOCIATION sufficient means of creating a record as evidence of those communications which the respective Association can maintain as a record of the Association, as required by Section 18.8(d) of the ICPA. Further, the Board finds that other technological means of communication, including without limitation facsimile, text messaging and internet posting, do not satisfy all of the criteria of security, reliability, identification, verifiability, and record-keeping required by applicable law.
  - 1. Any/all Members of the COUNTRY HOMES AT HIDDEN GLEN CONDOMINIUM ASSOCIATION who consent to the use of email to receive notices and to conduct business with the COUNTRY HOMES AT HIDDEN GLEN CONDOMINIUM ASSOCIATION in which that Member owns a Unit or Units shall provide written authorization by completing and submitting the "Authorization To Conduct Business By Email" form, which accompanies these Rules as "Form A".
  - 2. Upon submission of an "Authorization To Conduct Business by Email" form by the Members referenced therein, any notice required to be sent or received or signature, vote (except in an election of members of the Board), consent, or approval required to be obtained under any association instrument or any provision of the ICPA may be accomplished using email.
  - 3. Any/All Members who decline to authorize the use of technology and electronic notice by the COUNTRY HOMES AT HIDDEN GLEN CONDOMINIUM ASSOCIATION shall continue to receive all notices and to conduct association business without the use of electronic means and/or equivalent technological means.

## IX. INSURANCE

The Declaration of Condominium Ownership requires that each Unit Owner shall inform the Board in writing of proposed additions, alterations or improvements to the Owner's Unit. Without waiving any of the Board's options as stated in the Declaration, Article Three, Section 3.03(b) (and subsections thereof), and Article Five, section 5.04, if a Unit Owner



fails to inform the Board in writing prior to the addition, alterations or improvement being made, and a penalty is assessed by the insurance company in the adjustment of loss settlement, and/or in the event a claim is made against the Association's insurance and the proceeds of same are insufficient to fully restore the Unit as a result of same, the Unit Owner shall be responsible for such penalty or insufficiency. Unit Owners/Residents shall not permit anything to be done or kept in their respective units, in the limited common elements, or in the common elements which would be in violation of any law.

**Commented [JA2]:** These obligations/limitations are expressly set forth in the Declaration, Article III, Section 3.07 and therefore need NOT be included in Rules and Regulations.

## X. LEASING YOUR UNIT

Refer to the Declaration of Condominium Ownership and By-Laws, Article Two, Section 2.12 and all provisions of same (which the Association/Board shall have all powers and authority necessary to enforce). In accordance with the Act, "the Association may prohibit a tenant from occupying a unit until the lessor/owner complies with the requirements" prescribed by the Act and the provisions of the Declaration, By-Laws and these Rule and Regulations, as may from time to time be revised. Any costs incurred by the Association in exercising its rights under applicable law shall be charged to the Unit Owner.

- A. A "Rider to Lease" in the form of Exhibit "B" shall be added to the lease and shall be signed by all parties executing the lease. This "Rider to Lease" form can be obtained from the management company. The Unit Owner leasing the unit shall deliver to the Board, including through its management company, a copy of the signed Rider to Lease (Exhibit "B") at the same time a copy of the signed lease is delivered to the Association (which is no less than ten (10) days after execution of the lease or prior to occupancy, whichever occurs first.)
- B. As stated in the Declaration, Article Two, Section 2.12, the Unit Owner is responsible for providing the proposed lessee(s) or boarder with a copy of the current recorded Declaration of Condominium Ownership and By- Laws and a copy of the current Rules and Regulations of the Association. Copies may be purchased through the management company.
- C. The names of all lessees(s) must appear on the lease.
- D. No lessee(s) may rent or sublease any portion of the unit without complying with all provisions of Section X of the Rules and Regulations to the same extent applicable to a Unit Owner.
- E. Any replacement or new lessee(s) to be added to an existing lease, or a new/amended Lease must be prepared and provided to the Association prior to occupying the Unit by any person over the age of eighteen (18) year and not previously identified as a lessee in the Lease. In the event a Lease of a Unit permits said Unit to be sublet, by a tenant, the Lease shall expressly require that the Lessee follow all provisions of the Declaration and of these Rules and Regulations applicable to a lease as a condition of same enforceability by the Association/Board.
- F. If a Unit Owner or a Tenant under a lease is renewing or extending an existing lease or any sublease, the Unit Owner or sublessor shall deliver to the Association in c/o its management company a copy of such renewed or extended lease and a copy of the

signed Rider to Lease (Exhibit "B") relating to same just as if the extension or sublease were a new lease (that is, no more than ten (10) days after execution of the lease renewal or sublease).

- G. Failure to comply with any of the rules for leasing a Unit may result in imposition of a fine upon the Unit Owner, after notice and an opportunity for hearing. Any such fine is in addition to any costs or legal fees/expenses which may be incurred by the Association in connection and/or as a result of same.
- H. Unit Owners shall maintain a valid rental dwelling license from the Village of Glendale Heights and shall provide a copy of the license to the Association annually. Further, a Unit Owner shall notify the Association when/if the Unit Owner's rental dwelling license lapses or terminates without renewal.
- I. All Unit Owners renting their units shall be charged and shall pay to the Association a fee of \$150.00 per year to defray the costs to the Association of collecting and maintaining the above information leasing information/records.

## XI. MAINTENANCE

The Unit Owners shall be responsible for maintenance, repair and replacement of their Units and Exclusive Limited Common Elements as provided in the Declaration, Article Three, section 3.02 (and subsections thereof).. In the event of the need for EMERGENCY repairs, the Unit Owner may/should contact the management company to assist in obtaining expedited response/repairs. Service calls through management are chargeable to the Unit Owner when the service performed is not covered by the responsibility of the Association.

Door and/or window disrepair, including failed (so-called "blown") glass thermoseals, damaged frames and/or screens must be repaired within thirty (30) days by the Unit Owner from discovery of the damage/failure.

All windows, doors (including exterior entry and garage doors), patios and decks are Exclusive Limited Common Elements, as defined in the Declaration (Article One, Section 1.17), and their repair/maintenance shall be the responsibility of the Unit Owner as necessary.

Professional dryer vent cleaning is required every two (2) years. Exterior cages are required on flapped vents. The Association shall provide the homeowners with a recommended company but may choose to use their own choice of a company to do the vent cleaning work.

## XII. PET RESTRICTIONS

### A. General Restrictions:

- 1. No animals other than domestic dogs and cats, or other non-exotic animals considered to be household pets shall be raised, bred, or kept anywhere on the property, except that domestic dogs, cats, or other non-exotic household

pets permitted to be raised, bred or kept inside dwelling units pursuant to Article Three, Section 3.09 of the Declaration, and subject to these Rules and Regulations. No animals or livestock of any kind shall be kept, bred, or maintained for commercial purposes. No wild animals of any kind are permitted anywhere on the property. No animals or livestock of any kind shall be kept in a unit's garage or outside on the property.

2. In accordance with the ordinances of the Village of Glendale Heights, not more than two (2) dogs shall be permitted to be kept in any Unit.
3. All dogs and cats shall at all times be in compliance with Village of Glendale Heights and/or State requirements as to licensing and vaccination status.
4. Pets shall not be allowed to run free; p e t s must be leashed and attended by a person physically capable of controlling the animal at all times while outside the Unit and anywhere on the Common Elements.

B. Clean-Up:

Pet owners shall be responsible for the immediate removal and sanitary disposal of any excreta deposited by their pet anywhere on the Common or Limited Common Areas, regardless of who is attending to a pet on behalf of the Unit Owner(s).

C. Tethering and Kennels:

1. No pet shall be "tethered," staked, or tied-up anywhere within the Association property outside its owner's Unit (including anywhere on the Common Elements); P e t s must be on a hand-held leash and under the direct control of the Owner or other responsible person at all times when outside their owner's Unit. (This includes when on a "retractable" leash; it shall not be an excuse that a pet was on a "retractable" leash if the pet becomes uncontrolled during its use.)
2. Unit Owners shall not attach a pet's leash to any Common or Limited Common Element or to any stake or similar device and doing so shall not satisfy the requirement (above) that a pet be under the Owner's direct control.
3. No kennels or dog runs shall be allowed anywhere within the Association outside a Unit.

D. Pets shall not be allowed to run freely. No pet shall be left unattended on balconies, patios or anywhere on the Common Elements.

E. In addition to any fine the Board of Directors may levy for violation of these rules, any and all expense(s) and/or costs, including attorneys' fees, incurred by the Association as a consequence of damage to the Common Elements and/or any portion of the Association property caused by Unit Owners', tenants', sublessees' and/or guests' pets, including the cost to the Association to repair any damage in connection with a pet, shall be billed back to the Unit Owner whose pet, or whose visitor's, tenant's, or guest's pet causes such damage.

F. No pet shall be allowed to create a nuisance or unreasonable disturbance. For good cause shown at a hearing of the Board, the Board of Directors shall have the right to require/order that any pet violating this rule be permanently removed from the property upon three (3) days' written notice from the Board of Directors to the Owner of the Unit containing the pet, and the decision of the Board of Directors shall be

final.

- G. All pet owners shall comply with all rules and ordinances of the Village of Glendale Heights, the County of DuPage, and the State of Illinois.

### XIII. SATELLITE DISHES AND ANTENNAS

In the interests of the health, safety and welfare of the Association, the Board has adopted the following Rules and Regulations pertaining to Satellite Dishes:

- A. No antenna or wires (television, radio, C.B. or Ham Operator) are allowed to protrude from any unit, patio or balcony, and no antenna or wires are allowed on the roof or any other common areas without the prior written consent of the Board of Directors.
- B. Any Unit Owner interested in installing a satellite dish one meter or less in diameter, either for him/herself, or for/on behalf of any Tenant in the Unit, should refer to the Association's instructions for installation of satellite dishes, and shall submit a completed Satellite Dish Agreement (Exhibit C) to the association prior to installation. Satellite dishes greater than one (1) meter in diameter are prohibited.
- C. Satellite dishes may only be installed on portions of the solely property within the Unit Owner's exclusive use or control, including such location that is entirely within and not extending beyond the boundaries of a Unit's Limited Common Elements only. Any deviations must be approved by the Board of Directors upon application in writing made prior to the installation of the satellite dish. Satellite dishes may not be installed on the Common Elements without the prior written consent of the Board.
- D. To protect the health, safety and welfare of the residents, the Board strongly suggests that satellite dishes be professionally installed. If the Unit Owner uses a professional installer, the Unit Owner must provide proof that the contractor is insured and licensed. All wires must be encased in molding which matches the color of the building. If at all possible, please attempt to use existing wires. No wires shall be permitted to penetrate through any exterior wall/siding/masonry or window frame on a Unit.
- E. In order to protect the health, safety and welfare of the residents and their property, the Board reserves the right to inspect the installation and maintenance of all satellite dishes.
- F. Once installed, the Owner shall be responsible for the maintenance of the dish and its supports/mounting hardware. If additional cost is required to maintain the portion of property on which the dish is installed, the Board may assess this cost back to the Unit Owner. If it is necessary for the Association to remove the satellite dish to perform maintenance upon the Common Elements, the Unit Owner will be advised accordingly and shall bear all expenses related to removal and/or reinstallation.
- G. The Unit Owner shall at all times keep the satellite dish in good repair. Failure to effect repairs, or demonstrate to the Board satisfactory arrangements for same, within five (5) days' notice from the Board may result in an order requiring the removal of the dish.

- H. The Unit Owner shall be responsible for paying the cost of any maintenance, repair or replacement to the property and/or Common Elements and Limited Common Elements resulting from installation and/or removal of a satellite dish. In addition, the Unit Owner shall restore, or bear the expense of restoring, the property to its original condition upon removal of an Owner's or tenant's dish.
- I. The Unit Owner hereby agrees to indemnify and hold harmless the Board of Directors, the Association, its agents and members from any and all claims, controversies or causes of action resulting from the installation or use of this satellite dish, including the payment of any and all costs of litigation and attorneys' fees resulting therefrom, to the greatest extent permitted by applicable law. Unit Owner agrees to be responsible for any damage to the property or any injury to any individual as a result of the installation and/or use of the dish.
- J. Upon transfer of the ownership or occupancy of a unit to a purchaser, the Unit Owner shall inform the successor in title, including any purchaser by Articles of Agreement for Warranty Deed, of the existence of these Rules and Regulations and the obligations set forth herein. All obligations herein shall pass to any successor in interest, and the new Owner shall acknowledge same to the Board in writing. If a successor in title fails or refuses to acknowledge these provisions of Section XIII of the Rules within fourteen (14) days following closing, the Board shall have the right to require that the dish be removed at the Owner's expense.
- K. All satellite dishes shall be constructed, installed and maintained in strict compliance with these Rules and Regulations. Any deviation from these Rules and Regulations without the written consent of the Board of Directors may result in the dismantling and removal of the satellite dish by the Association without notice. All costs of removal and restoration shall be borne by Unit Owner. The Association reserves the right to levy a continuing and daily fine for each and every day an unauthorized satellite dish shall remain on the premises after the Unit Owner has been notified to remove it, or advised to re-install the dish in conformance with the Rules and Regulations. The fine shall be set by the Board of Directors in accordance with approved guidelines for fines.

## XIV. SELLING YOUR UNIT

Refer to the Act and to the Declaration of Condominium Ownership and By-Laws. Contact the management company for information regarding the procedures to be followed, any paperwork required, and any processing fees currently in effect.

- A. The Unit Owner is responsible for providing the proposed purchaser(s) with a copy of the current recorded Declaration and By-Laws and a copy of the current Rules and Regulations. Copies may be purchased through the management company.
- B. Upon demand received in writing from the selling Unit Owner, the Association shall make available within a reasonable time information, documentation, and/or the disclosure(s) required pursuant to Section 22.1 (a) of the Act.
- C. The seller shall notify the Board of Directors of the buyer(s)' name and the proposed date of sale.

## XV. VEHICLES AND PARKING

A. Parking within the Association by Unit Owners, tenants, and their respective guests is permitted in the following areas:

1. In the garage attached to a Unit, by a Unit owner/occupant or person expressly permitted to do so by the Unit's owner.
2. On the driveway adjacent to a Unit, by a Unit owner/occupant or person expressly permitted to do so by the Unit's owner (including a guest of the Unit's owner), subject to the following restrictions:
  - a. For purposes of these Rules, a "vehicle" shall mean any First Division passenger motor vehicle, as described in/under Illinois statutes and administrative rules, and/or as specified in Section C of this Article of the Association's Rules and Regulations, below; (that being, "Passenger type automobiles having no more than five (5) entry doors, and excluding specifically limousines or hearses"), as well as "motor bikes and/or motorcycles licensed and registered for use on Illinois roads/highways." This category includes typical passenger vehicles like cars, station wagons, SUVs, vans, and mini vans that can carry not more than ten people. Motor vehicles other than those included in the definition of a vehicle' and/or 'Permitted Vehicle,' as referenced above, shall not be parked on any Parking Pad (as defined below) at any time, with the exception of "Storage pods and/or U-Haul [or equivalent] trailers used for the purposes of a move in or move out," as referenced in Section C.3 of this Article, below.
  - b. Non-operable Vehicles – including any vehicle without current, valid State license/registration, shall not be parked/allowed anywhere in/upon property within the Association and shall be removed upon reasonable notice from the Association.
  - c. No vehicle or combination of vehicles shall be parked upon the portion of a Unit's driveway (including a Unit's assigned portion of a shared driveway) that exceeds the width of the paved portion of said driveway assigned to that Unit or that exceeds the length of the portion of the driveway extending from the garage door to the edge of the sidewalk parallel to the street that is closest to the garage, subject, in addition, to the following;
    - i. No vehicle shall be parked on a driveway such that the vehicle overhangs or obstructs any part of the sidewalk as described, except between the hours beginning at 10:00 pm until 7:00 am ("overnight parking"). Parking a vehicle such that the vehicle overhangs or obstructs the sidewalk at any time earlier than 10:00 pm, or later than 7:00 am shall be strictly prohibited, and may subject the Unit's Owner to fines as provided in Section 5 of this Article XV of the Rules and Regulations ("Policies and Procedures Regarding Enforcement").
  - d. No vehicle shall be parked on the portion of a driveway between the street and the sidewalk (the "Apron"), such that the vehicle extends into/over either the street or the sidewalk, except that a vehicle owned by a Unit owner/occupant or person expressly permitted to do so by the Unit's owner (including a guest of the Unit's owner) may be parked upon a Unit's Apron such that the vehicle overhangs or obstruct the sidewalk ONLY between the hours of 10:00 pm until 7:00 am.

3. On a "Parking Pad," with the Vehicle at all times displaying an Association-issued Placard, as referenced in subsection B.3. below, and in strict compliance with the provisions of the rules as further set as forth in Section B. through E., below, and their respective subsections.
  - a. A "Parking Pad," as referenced in these Rules, is a portion of the common elements described in Article Two, Section 2.13 of the Declaration as an "outdoor uncovered parking space." Because the Parking Pads are Association common elements, their use by Association members (and/or their tenants, guests, and invitees) is subject to reasonable restrictions.
    - i. There are ninety-two (92) Units in the Association and only forty-seven (47) Parking Pads, meaning that there is only slightly more than one Parking Pad for every two (2) Units.
    - ii. Because all Unit Owners have a right to fair and reasonable access to, and use of, a Parking Pad, and because it has come to the Board's attention that certain Units' owners, tenants, and/or guests consistently park overnight on the Parking Pads to the exclusion of other owners, tenants, or guests, the Association has adopted the rules, procedures, and conditions set forth in Subsection(s) B through E below for the purpose of reasonably administering the use and availability of Parking Pads for overnight parking in a manner that is intended to be fair to all Owners.
  - b. Permitted Overnight Parking on a Parking Pad.
    - i. No Vehicle may be parked on a Parking Pad between the hours of 10:00 pm until 7:00 am unless the vehicle is displaying an Association-issued Placard.
    - ii. To the extent some vehicles may display a license plate only on the rear of the vehicle (as some states may allow/require), such registered vehicles shall be parked so that its license plate is visible from the street, and failure to do so may result in the vehicle being towed.
    - iii. To the extent a vehicle may have a license plate holder/frame (or its equivalent) that includes a tinted cover over the license plate(s) its/themselves, if the license plate is rendered illegible thereby (in the sole judgment of Association personnel and/or towing enforcement worker observing same, and taking into account the lighting conditions under which the vehicle was observed), the vehicle shall be deemed to be in violation, whether or not a Placard is displayed on the vehicle.

## B. Registration of Vehicles.

1. Owner/Tenant/Guest Vehicles – Eligibility for Registration.
  - a. Permanent Registration. Only vehicles registered with the State of Illinois (or another state, if applicable) to a Long-Term Occupant of a Unit (as defined below) are eligible for "Permanent Registration." The term "Permanent Registration" shall mean registration that is effective so long as the Vehicle's owner is a Long-Term Occupant of a Unit.
    - (i.) A "Long-Term Occupant" is either: an Owner of record of a Unit, including his/her spouse, any other family-member of legal driving age residing in the Unit; or a Tenant identified on a written lease a copy of which is on file with the Association as required pursuant to the Condominium Property Act and Article Two, Section 2.12 of the Declaration (or memorandum of such lease if oral), including a family member of a lessee of legal driving age residing in the Unit.

(ii.) Vehicles registered to people residing in or visiting a Unit who are other than a Long-Term Occupant as defined in subsection (i) above are not eligible for Permanent Registration.

(iii.) If no current lease for a Unit (or memorandum of such lease if oral) is on file with the Association, no occupant of the Unit other than an Owner of record as described in subsection a.(i.), above, may obtain Permanent Registration for a vehicle under these Parking Rules. This subsection (iii.) shall specifically apply to bar the Permanent Registration of vehicles owned by any occupant of a Unit under a 'short-term occupancy agreement,' such as through Airbnb or any other similar site or platform. Vehicles of such occupants may only be registered by a Unit Owner on a temporary basis as described in section b. below.

- b. Temporary Registration. Long-Term Occupants (i.e., Unit Owners and Tenants under leases on file with the Association) may register the Vehicle of a guest of such Occupant of that Unit on a temporary basis by registered the vehicle via the Management portal not later than 8:00 pm on the day on which the vehicle will be parked overnight.

However, Temporary Registration of a guest's vehicle shall expire not more than 24 hours after an Owner or Tenant's registration of same: (that is, guests' vehicles may only be registered on a one-day basis by a Long-Term Occupant specified above.)

2. Information required for registration of a vehicle.

- a. Long-Term Occupants may Permanently Register their Vehicles by providing the following information for each such vehicle:
- (i.) The make, model, color, and year the vehicle was made.
  - (ii.) The State license number on the license plate(s) affixed to the vehicle.
  - (iii.) The name and permanent address of the vehicle's registered owner.
  - (iv.) The Long-Term Occupant registering a vehicle shall also provide his or her name and Unit information, which information shall be kept with the registration information.

3. Parking Placards – Issuance, Use and Restrictions.

- a. Not more than one (1) Parking Placard shall be issued and valid in connection with any Association Unit, regardless the number of Occupants/Residents residing there nor the number of vehicles they own/possess.
- b. An Association-issued Placard may only be displayed on a Vehicle that is Permanently Registered, or Temporarily Registered, as provided above. (That is, the license number and name of the owner of the vehicle must be on-file for the Vehicle, in addition to it displaying a Placard as referenced).
- c. No vehicle shall be parked on any parking pad between the hours of 10:00 pm and 7:00 am unless the vehicle is Permanently or Temporarily Registered and is displaying a Placard.



- d. Placards must be **clearly displayed** hanging from the rear-view mirror of a vehicle such that the Placard is clearly visible from outside of the Vehicle when parked on a Parking Pad any time between the hours of 10:00 PM and 7:00 AM.
- e. Placards will be numbered individually corresponding to the homeowner's address and linked in the Association's records to vehicles Permanently and/or Temporarily Registered to a respective Unit.
- f. Sharing of a Placard with another Unit's Owner(s) and/or Tenant(s) is not permitted and if/when discovered, will result in a loss of parking privileges involving use of a Placard for both parties involved for a period as determined by the Board following notice and an opportunity for hearing.
- g. If lost, replacement placards will be available from the Association/Manager for a \$50.00 fee.

C. Rules on Parking Pad Use.

- 1. All vehicles parking on a Parking Pad during the hours between 10:00 pm and 7:00 am shall display at all such times a valid Association-issued Placard.
- 2. A single Placard (and not more than a single Placard) may be issued, upon request and compliance with the registration provisions in Section B of these parking rules, to the owners of a given Unit. A Placard so issued may be displayed in/on a "Registered Vehicle," as defined. No Placard may be used for/by any vehicle that has not been registered pursuant to the provisions of the referenced Section B.
- 3. Unit Owners are responsible for seeing that their tenants and/or other permitted occupants of their Unit(s) comply with applicable vehicle registration requirements.

D. Association Enforcement of Parking Rules/ Towing of Vehicles in Violation.

- 1. Beginning November 1, 2025, Vehicles parked on a Parking Pad without a Placard visibly/conspicuously displayed during the hours from 10:00 pm to 7:00 am shall be subject to being **towed without further warning** by the Association's authorized towing company/contractor.
  - a. All towing fees/expenses are the responsibility of the vehicle owner. (Such fees/expenses are solely at the discretion of the towing contractor and would likely need to be paid to the towing contractor before a towed vehicle is released.)
  - b. The Association shall in no event be responsible for damage to a vehicle, or for damages of any kind claimed as a result of, or in connection with, the towing of a vehicle pursuant to these Rules.
  - c. All questions/inquiries relating a vehicle towed from Association property by the Association's towing contractor under these Rules may be contacted via the information provided on any towing-related sign(s) providing that information, and pursuant to the following:

**Northwest Recovery Towing at 847-255-7360/ [dispatch@nwr tow.com](mailto:dispatch@nwr tow.com) (email).**

#### E. Additional Parking Restrictions

1. Notwithstanding the provisions of these Community Parking Rules regarding parking on a Parking Pad, Unit Owners/Tenants shall in all instances use their respective garage(s) and/or driveway(s) (as defined in Section(s) A. 1. and 2., above), for parking of Vehicles, before using a Placard for parking of a vehicle on a Parking Pad (if available). Parking on a Parking Pad shall only be utilized as an alternative in the event no space in a Unit Owner's/Tenant's garage or driveway remains for parking.
2. In no event shall any specific vehicle -- including a vehicle either Permanently Registered or Temporarily Registered pursuant to Section B. 1. a. or b., above, be parked on a Parking Pad for more than seven (7) consecutive days. No vehicle shall be Temporarily Registered for more than seven (7) consecutive days. Any vehicle observed by the Association to have been parked on a Parking Pad in violation of this section E. 2. shall be subject to towing as described above, whether or not displaying a Placard.

#### F. Parking Enforcement on Village Streets

1. Regulations governing parking on the streets of the Village of Glendale Heights (the "Village"), including streets abutting/bordering on, or passing through Association property, that are Village property, and/or have been dedicated to the Village of Glendale Heights (portions of Gladstone Court, Dunteman Drive, and Lake Ridge Drive), are solely those of the Village, and are enforced solely by the Glendale Heights Police Department. Any questions regarding parking on Village streets should be addressed to the Village of Glendale Heights or the Village's Police Department.

## XVI. VIOLATION ENFORCEMENT PROCEDURES

**If a unit owner witnesses what they believe to be a violation of the provisions of the Declaration, By-Laws, and/or Rules and Regulations, a signed written complaint must be submitted by said Unit Owner. A written complaint form (Exhibit "D") prescribed by the Board shall be sent to the management firm or the Board.**

#### **Policies and Procedures Regarding Enforcement:**

1. Any complaint which alleges a violation of the Declaration, By-Laws or Rules and Regulations may be submitted by any Board Member, employee of the Board, Association member or resident, or an employee of the managing agent and shall be submitted to the Board. The complaint shall set forth:
  - a. The name, address and phone number of the complainant.
  - b. The Unit Owner's name (if known), and the address where the Unit Owner or Resident complained of resides.
  - c. The specific details or description of the violation, including the date, time and location where the claimed violation occurred.
  - d. A statement from the complaining witness that he or she will cooperate in the enforcement procedures and will provide testimony at any hearings which may become necessary. .

2. The Unit Owner against whom the violation is charged by the Board shall be sent a Notice of Violation and Hearing (Exhibit "E"), not less than 10 days in advance of the scheduled hearing date, giving the recipient an opportunity to appear before the Board of Directors or its designated hearing committee. The notice shall state the nature of the claimed violation sufficient to inform the Unit Owner of the matter for which he/she is being called to answer. No copies of complaints, letters, photographs or other materials received by the Board in support of a claimed violation shall be sent/provided until presented at the scheduled hearing.
3. The Board or its violation committee shall hear from all parties involved in the alleged violation and shall conduct an informal hearing that is as brief as appropriate to the violation charged. At the referenced hearing, the Association, including through its attorney, shall call witnesses and/or present documented evidence of the claimed violation. The Owner shall be provided with an opportunity to reasonably cross-examine any/all such witnesses, and to present documents and/or witnesses on their own behalf, who the Association shall also be permitted to cross-examine. Thereafter, the Board or its committee shall deliberate in private and report its findings and recommendations to the Board of Directors.
4. The Board at a subsequent regular or special meetings of the Board shall ratify the findings of the hearing, reject them, or modify them, and issue its decision upon a vote at the meeting, and separately thereafter further notify the charged violator via a Notice of Determination (Exhibit "F") as to the findings. The decision of the Board of Directors shall be final.
5. If an Owner or his tenant is found to have violated any of the provisions of the Declaration, By-Laws or Rules and Regulations of the Association, the following may occur:

**First Violation:**                    **Warning Letter; any expenses incurred by the Association and/or any actual damage repaired at Association expense may be assessed to the Owner.**

**Subsequent Violation:**    **The Board may impose a reasonable fine in an amount the Board deems appropriate to the violation in an amount from \$25.00 to \$150.00 per violation, with the option to impose a reasonable daily fine not to exceed \$25.00/day in the event of a continuing violation.**

**Continuing Violations:** **In the case of a continuing violation, the Board of Directors, at its discretion, shall determine the fine to be levied. In the case of serious or continuing violations, a daily fine may be levied.**

The preceding procedure/fine structure shall apply to violations of the same/similar nature occurring within a twelve-month period. The Board may at any time, at its discretion, refer handling or any violation to the Association's attorney.

All legal expenses and costs incurred by the association in connection with any violation will be assessed to the Unit Owner's account, including regarding violations by tenants under a lease for a Unit.

6. Any Unit Owner upon whom a fine or legal fees/costs are imposed shall pay same with the following month's assessment payment. Failure to make the payment in the allotted time may subject the Unit Owner to a late fee for same and shall give the Association the right to pursue any/ all legal remedies as are available to the Association for the collection of the delinquent assessments.

The Board retains the right to forward any matter related to the Rules and Regulations to the Association's attorney at any time.

#### **XVII. FEEDING OF WILDLIFE**

The Hidden Glen Homeowners Association prohibits the feeding of wildlife anywhere on the property including on the patios, balconies, and common areas (i.e., buildings, roofs, gutters, sidewalks, parking lots, cul-de-sac, common grass areas, bushes, shrubs and trees), of the complex. Failure to comply with this rule may subject a Unit Owner to a fine pursuant to the procedures set forth in Section XVI, above.

**FORM "A"**

**AUTHORIZATION TO CONDUCT BUSINESS BY EMAIL FORM**

I/We, \_\_\_\_\_, being all the record Owners of the Unit in the Association building with the Unit Number designation of \_\_\_\_\_ in the County Homes at Hidden Glen Condominium Association (the "Condominium Association"), authorize the Condominium Association and its board and/or manager to provide all notices and other communications from the Association to me/us by email, at the email address listed below:

Email Address: \_\_\_\_\_  
(Please Print Legibly)

Your signature(s) below indicates that you agree to accept notices and information from the Condominium Association electronically via email, rather than by hard copy; that you consider all such communications to be fair and adequate notice on Association issues and of Association meetings and events, and that you further agree to submit your signature(s), votes (except in elections of Board members), consent(s) and/or approval(s) to the Board via email, rather than by hard copy; and that you acknowledge that it is your responsibility to inform the Association of any change in your email address within five (5) business days, if ever it should change.

If the Condominium Association specified above is unable to transmit two (2) consecutive communications directed to the email address above, and this inability becomes known to the Board of Directors of the Condominium Association, your authorization to conduct business and/or receive notice by email shall be deemed revoked. Your signature below also indicates that you acknowledge that inadvertent failure of email communications, which is not known to the Association does not invalidate any meeting or other action by the Board or the Members of the Association.

The Association may send official communications via email addresses that include an "@" [domain] designation and/or another email address, but which are sending the email "on behalf of" the Association." Such emails may be caught by certain spam filtering programs/ software. Your signature below indicates that you acknowledge that it is your responsibility to ensure that electronic communications sent to you by the Association from any such address will be received and not intercepted by a spam filter.

You may revoke this Authorization in writing at any time.

SIGNATURE(s): \_\_\_\_\_

Date: \_\_\_\_\_

**To be valid, this form must be filled out, signed and sent via regular (First Class) mail to \_\_\_\_\_ (ADDRESS) \_\_\_\_\_, Illinois 60067  
OR hand-delivered to \_\_\_\_\_**