

# PLUM GROVE VILLAGE ASSOCIATION

## RULES AND ADMINISTRATIVE POLICIES

### RULES:

#### A. OWNER OCCUPANCY

The occupancy of any unit will be limited to one family. No resident/owner may rent his/her unit without submitting written application for permission to the Board. The information submitted for Board consideration must consist of the same information involved in a sale, i.e., potential lease, duration of rental period, rent to be charged and information pertaining to potential renter(s). Permission to rent may be granted for a maximum of two years when a hardship condition exists.

#### B. LANES

The lanes will not be obstructed, encumbered or used for any purpose other than entry or exit to the premises.

#### C. SIGNS

Signs, advertisements, notices or other lettering may not be exhibited, inscribed, painted or affixed to the outside of any building or on any of the common areas by a resident/owner.

#### D. AWNINGS AND BANNERS

Awnings or decorative banners may not be attached to any outside wall of the building. American flags may be properly displayed.

#### E. GARBAGE AND REFUSE

Garbage and recyclables are picked up by the City of Rolling Meadows on Monday mornings, unless Monday is a holiday. A stand and garbage bags are provided by the City of Rolling Meadows. A supply of paper bags is delivered to each unit in May; if additional bags are needed they may be purchased from the city. Grass, leaves and garden refuse are to be bagged separately in the paper bags and marked with an X for pickup during normal collections. Heavy weight plastic trash bags may be used for garbage disposal and pickup. Metal and plastic containers have been banned by the city. Recyclable items are to be placed in the yellow bins and placed at the curb with the garbage. Old appliances, furniture and trash may also be placed at the curb for pickup. Garbage, trash and recycling items should be placed at the curb on Oxford or Duxbury after 6:00 p.m. the night before pickup.

**F. TRASH IN THE COMMON AREA**

No resident/owner will allow the deposit of trash in the common area or the retention pond.

**G. NUISANCES**

Resident/owners will not make, or permit, any disturbing noises by him/her, family members, servants, contractors, agents, pets or visitors which will interfere with the rights, comforts or convenience of other resident/owners.

**H. AERIALS**

No exterior radio or television aerial installations are permitted. Any aerial erected on the roof of the building must be removed at the resident/owner's expense.

**I. PETS**

Pets are permitted. Dogs must be leashed and their droppings picked up in the common areas. Dogs must be licensed by the City of Rolling Meadows and display a current license.

**J. PARKING**

Overnight parking on Duxbury or Oxford is prohibited without police permission. If granted, parking should be on the side of the street opposite the fire hydrants without blocking any lanes or driveways. Resident/owner's vehicles may not be parked overnight at the end of a lane or parallel to the resident/owner's garage door. In no case should a vehicle block a neighbor's entry or exit to a garage. The Board of Directors or the Managing Agent may have any vehicle removed, without notice to the vehicle owner at his/her expense, if parked in a non-permitted manner or is deemed abandoned or inoperable. After a two inch snowfall, vehicles parked in the lanes must be removed until the snow plowing is completed. All streets and lanes are fire lanes and must be kept clear. Trucks, boats, trailers or recreational vehicles may not be parked outside of garages. Failure to abide by these rules will result in a disciplinary action explained in Section R FINES.

**K. GARAGE DOORS**

All garage doors should be kept fully closed when not in use.

**L. PRIVACY OR COMMON WALLS**

Decorations, modifications or wiring apt to puncture the privacy or common walls will not be permitted. Telephones may not be mounted on a common wall, cable TV or telephone wires may not be run in or through the privacy or common wall.

**M. EXTERIOR LIGHTING**

Each unit has one electric eye power supply to an exterior decorative security light. The resident/owner may not interfere with the power supply to this light. Maintenance of this fixture is provided by the association. No other temporary or permanent

exterior lighting on the building(s) or common areas may be installed without written application for permission to the board.

**N. LANDSCAPING**

All exterior landscaping will be done by an Association appointed landscape contractor. No resident/owner may alter or install any trees or shrubs without written application for permission to the Board.

**O. BARBECUE GRILLS**

Grilling must be confined to the courtyard. Any grilling within a garage is strictly prohibited. Storage of combustible materials, i.e., propane tanks, kerosene or gasoline is strictly prohibited. Any activity which poses a threat to the structure or persons residing there will not be permitted. In the event a resident/owner or guest violates this rule, the offender is subject to a fine of \$100.00 per occurrence. If the fine is not paid in a reasonable period of time, the Association will initiate legal actions for collection. All collection costs incurred and legal fees will be the responsibility of the resident/owner.

**P. GARAGE OR ESTATE SALES**

Garage sales by individuals or resident/owners are not permitted at any time. An Estate Sale may be held provided the resident/owner presents a letter of intent to the Board for approval, said letter must include the date of the sale, the hours of the sale, signage to be used and the name(s) of the person(s) conducting the sale. During the sale, parking will not be permitted in the lanes and the garage door must be closed. Access to the sale will be through the courtyard door to the house or garage.

**Q. WILD ANIMAL DAMAGE OR CONTROL**

Should a raccoon, squirrel or opossum damage the exterior of the building and/or roof, requiring trapping or removal, the Association will cover the costs involved.

**R. FINES**

In the event of a violation of any of the Rules and Regulations, Declaration or By-Laws of the Association the Board reserves the right to levy the following fines:

First Offense	Letter of Notice
Second Offense	\$25.00 fine
Third Offense	\$50.00 fine
Fourth Offense	\$75.00 fine

Late fees of \$25.00 per month will be assessed if payment of the monthly assessment is received after the 15<sup>th</sup> of the month. All fines will be added to the monthly assessment and will be due and payable when entered.

**S. INSTALLATION OF GAS SERVICE, REPLACEMENT WINDOWS, KITCHEN VENTS, SOLAR TUBES**

All requests for gas service, replacement windows, kitchen vents or solar tubes must be submitted in writing to the Board for approval. All requests must contain detailed specifications of the proposed changes and are subject to Board approval.

All work is to be performed by a contractor licensed by the City of Rolling Meadows, all necessary building and electrical permits must be obtained before work is started and finished installations may be subject to inspection, by the city, upon completion. Contractors must carry the appropriate insurance and hold the Association, Board members, Managing Agent and resident/owners free from any liability, personal injury or property damage resulting from negligence in the course of installation or maintenance.

Gas service lines should be installed before September 15<sup>th</sup> to allow the re-establishment of landscaping before the winter freeze. A deposit of \$50.00 must accompany the request to cover any expense incurred in plantings for camouflage. If no modifications are needed, the deposit will be returned. Venting inside the courtyard is recommended whenever possible. Any protective shielding shall allow free circulation of air from any venting. Piping, vents, regulators and meters are to be camouflaged suitable to the building and in conformance with the general landscaping of the Village.

Replacement windows facing the street or lane must be of the same dimensions and configuration as the existing windows and conform to the appearance of the other windows in the Village. Window frames may be vinyl clad or wood with a white finish on the exterior.

Kitchen Vents shall conform in size and color to existing vents. The center line of the vent should be no closer than 24 inches to a roof valley or chimney. The resident/owner will be responsible for the interior ductwork and fan.

Solar tubes are the responsibility of the resident/owner including any maintenance or damage to the roof caused by the installation.

**ADMINISTRATIVE POLICIES**

**SERVICES PROVIDED BY THE ASSOCIATION;**

1. Contracts for landscaping, lawn care, snow plowing and sidewalk clearance to the exterior patio door after a two inch snow fall.
2. Contracts for roof repair, maintenance or replacement, excluding ice jam backup, which is the responsibility of the resident/owner.
3. Exterior and top of Patio wall.

4. Exterior painting will be provided on a regular four year schedule; touch-up painting will be done on the off years. Painting includes exterior trim, battens, soffits, exterior side of the patio door and garage door. NOTE: The resident/owner is responsible for the inside of the patio door and the door frame. The patio door and the garage door may not be replaced without submitting specifications for approval by the Board.
5. Exterior sill cocks will be maintained, provided stop and drain valves are properly attended by the resident/owner.
6. Sidewalks to patio doors will be repaired, maintained and replaced, whether concrete or blacktop.
7. Contracts for street and driveway maintenance or repair.
8. Liability insurance for common areas.
9. Retention of legal counsel as required in the conduct of the Association's business.
10. Provision of water to resident/owners.
11. Contract for Managing Agent to oversee the operations and maintenance.

#### MANAGING AGENT RESPONSIBILITIES

1. Negotiate and let contracts for specified work after Board approval, supervise and administer all work under contract.
2. Assist the Board in yearly budget preparation.
3. Collect and account for monthly assessments from resident/owners. Disburse payments in a timely manner for contracted services. Prepare and present monthly financial reports of receipts and disbursements to the Board with comparisons to the actual budgeted figures.
4. Serve as the registered agent for the Plum Grove Village Association.
5. Attend scheduled Association Board meetings and the Annual meeting.
6. Arrange for preparation and filing of federal, state and local tax returns.
7. Make recommendations to the Board for the resolution of maintenance and recurring problems.
8. Hire and oversee contractors for exterior lighting at entrance and common areas, exterior service utility management including water, sewage and electric, repair and maintenance of fencing surrounding the Village, maintenance of the retention pond.
9. Receive and handle all complaints and suggestions concerning Association operations.

10. Secure copies of sales contracts of proposed sales, transfers or leases for submission to all Board members.
11. Record proceedings of all Board meetings, maintain an accurate minute's book.
12. Maintain a file for copies of each resident/owner's insurance policy or certificate of insurance

#### RESIDENT/OWNER RESPONSIBILITIES

1. Insurance equivalent to 100% replacement cost of each unit, excluding the contents, must be carried by each resident/owner with The Plum Grove Village Association as the additional insured. The Managing Agent must be given a copy of the policy or a Certificate of Insurance. The insurable value of the unit and its contents should be reviewed annually.
2. The resident/owner is responsible for the cleaning, maintenance and painting of everything within the patio walls; including floor, soffits, gutters, downspouts, walls, windows and doors. Any roofline exterior gutters and downspouts are the responsibility of the resident/owner and should be cleaned on a regular basis.
3. All interior maintenance of the unit is the responsibility of the resident/owner including all mechanical equipment, air conditioner, compressor, outercom at the front door, light over the garage door, patio entrance light, all windows and washing of same.
4. All monthly assessments are due on the 1<sup>st</sup> of every month. EFT is available through your respective bank to Mr. Seymour's office.

Revised January, 2004