

HVERFORD COUNTRY HOMES CONDOMINIUM ASSOCIATION

PREFACE

This notice is to inform you that the Declaration and By-Laws of the Haverford Country Homes Condominium Association of Schaumburg has been recorded in the State of Illinois. It provides that all purchasers of units, upon acceptance of a deed, agree to be bound by the provisions of the Declaration, By-Laws and Rules and Regulations of the Association.

These Rules and Regulations extracted from the Declaration and By-Laws have been adopted with the intent of providing the forty-four (44) units of residents in Haverford Country Homes Condominiums with a practical set of governing rules for day-to-day living at Haverford Association.

The Board of Directors' goal is to maintain the property as a first-class marketable community. However, in order to have effective Rules and Regulations, it requires the cooperation of all of the residents to comply with enforcement of these Rules and Regulations.

Now, therefore, the Board of Directors by resolution, does hereby adopt the consolidating of all existing and new policies, procedures and regulations for the enforcement thereof:

Respectfully Submitted,
Board of Directors
Haverford Country Homes Condominium Association

HAVERFORD COUNTRY HOMES
CONDOMINIUM ASSOCIATION

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Background of Haverford Development

Haverford Condominium Association is an Illinois Not For Profit Corporation established in January, 1987. Four Associations are assigned to serve the Haverford Development. Three of these Associations have residences totaling 172 dwelling units.

Country Home Condominiums	44 units
Haverford Colony Condominiums	96 units
Haverford Village Single Family	32 units

The Fourth is the Master Association formed to govern the use, maintenance and administration of the community area which includes the cul-de-sacs, guest parking, entrance, center islands, pond, exercise trail and other areas described in their Declaration.

Each of the Three Associations listed above are responsible for the units and common elements they contain. They are self-governing and have their own Declaration and By-Laws.

A Board of Directors elected by the unit homeowners governs each individual Association. Each Board selects its own officers and designates the president as its delegate to the Master Board of Directors.

Enforcement of Rules and Regulations

The Rules and Regulations may be enforced by the Board of Directors by authority given through the Declaration of Condominium Ownership and By-Laws recorded in the Office of the Recorder of Deeds of Cook County Illinois as Document No 88586738 on December 20, 1988 and the Illinois Condominium Property Act.

As stated in Section 3.13 of the Declaration of Condominium Ownership, the Condominium Association members shall be subject to reasonable rules and regulations duly adopted by the Board of Directors from time to time. However, no rule or regulation shall be effective unless and until at least 10 days notice thereof is given to all homeowners.

The Board of Directors may issue a fine as stated on the "Schedule of Fines" for each occurrence for any and all violations. If you feel a fine has been wrongfully assessed, you must contest the fine in writing to the Managing Agent. Your letter will be forwarded to the Board for consideration. You may attend the Board of Directors meeting indicated on the fine letter sent to you. Failure to attend that meeting may waive all rights to any appeal. The fine will not be levied against the unit owner until after the stated meeting. The decision of the Board will be final and binding.

I. Definitions - In the event a term is used in the Rules which is not defined anywhere herein, refer to the Declaration, By-Laws or common usage within the Association.

- A. **Act** – The Condominium Property Act of the State of Illinois as amended from time to time.
- B. **Association** – The Haverford at Schaumburg Country Homes Condominium Association, an Illinois not-for-profit Corporation.
- C. **Board** – The duly elected Board of Directors of the Association.
Board of Directors - All business matters of the Association are managed by the three (3) member Board of Directors. Board members must be Haverford Country Homes homeowners. Members are elected by the homeowners for two-year terms, and they may be elected to succeed themselves. Elections are held at the annual meeting of the Association, usually in November of each year. If a vacancy occurs on the Board during the year, it will be filled by a majority vote of the Board of Directors, and said new member will hold office until the completion of the term of the outgoing member. The Board elects its own officers (president, vice-president, treasurer, secretary or member at large) at the annual meeting.
Board members receive no compensation for their services.

Meetings - Board meetings are held quarterly on the fourth Thursday, when applicable, as listed in a mailing to all homeowners. The meetings are open to all unit owners as required by the Condominium Property Act. Each meeting's agenda contains a period of

time for unit owners to express concerns. No other time for interaction with the Board is provided or allowed during the formal Board meeting.

Minutes of Board Meetings - The proceedings of the Board meetings are maintained in minutes of the meeting as provided by the recording secretary. The minutes may be reviewed by any Association homeowner. The minutes are available from the Managing Agent upon advance notice.

- D. **By-Laws** – The By-Laws of the Association.
- E. **Common Elements** – All of the Condominium Property, except the Dwelling Units.
- F. **Common Expenses** – The expenses of maintenance, administration, operations and funding adequate reserves.
- G. **Garages** - A portion of the Dwelling Unit which is designated for a covered parking space for an automobile. Garages shall be used primarily for storage of vehicles and other items. Major car repairs or repairs which cause any type of nuisance, fire hazard or annoyance to neighbors are prohibited. Gasoline and other solvents create a danger of fire and explosion and shall not be stored herein. No major car repairs on driveways are permitted.
- H. **Limited Common Elements** – A portion or portions of the Common elements designated by the Declaration for the exclusive use of owners. Examples are: Perimeter Doors (including Patio and Garage Doors) windows, interior surfaces of walls, ceilings, floors, and any part that serves the Dwelling Unit exclusively.
- I. **Maintenance Repairs and Replacements of Common Elements** - Except as otherwise specifically provided in the Declaration, maintenance repair and replacement of the Common Elements, as opposed to Limited Common elements, shall be furnished by the Board as part of the Common Expenses.
- J. **Maintenance, Repairs and Replacements of the Dwelling Units and Limited Common Elements:** Each owner shall furnish and be responsible, at his expense, for all the maintenance, repairs and replacements within his Dwelling Unit and the Limited Common Elements apertunate to his unit and shall keep them in good condition and repair.
- K. **Managing Agent** - The off-site Management firm contracted by the Board of Directors to oversee the day to day management of Haverford at Schaumburg Country Homes.
- L. **Signs** – Except as provided in Policy F-4, no “For Sale”, “For Rent” or any other sign or form of solicitation or advertising sign or window display, shall be permitted on the Condominium Property.

M. **Voting Rights** – Whenever a vote of the owners of the Association is required, such votes shall be cast by the voting members or their proxies and each voting member shall have one (1) vote per dwelling unit owner represented by the voting member.

N. **Insurance - Association Coverage:** The buildings and individual units are covered for damage by an insured peril. The Association's program of insurance covers the units as they were originally equipped by the builder, including internal walls, cabinets, fixtures, installations comprising a permanent part of the building, and installed contractor-grade appliances (furnace, air conditioner, water heater, stove, refrigerator, dishwasher, garbage disposal). All upgrades, including floor covering upgrades, whether carpet, tile, wood or other material, as well as upgrades to appliances, cabinets, counters, wall coverings, and bath fixtures and cabinetry, are not included in the Association's program; they should be included in the Unit Owner's policy. The Association's policy has a \$1000 deductible, for which the Unit Owner may be responsible in the event of a claim. Following written notice to the Owner and an opportunity for a hearing, the Board may assess the deductible amount against the Owner who caused the damage or from whose unit the damage or cause of loss originated.

Each unit owner is required to maintain comprehensive liability as well as insurance on the contents of his or her unit, and to maintain coverage for his or her unit to the extent not covered by the Association's insurance policies. Each unit owner shall provide or cause to be provided to the Managing Agent a certificate of insurance or other proof of insurance as accepted by the Board upon request or upon the issuance of a new policy.

Homeowner's Responsibility: Each homeowner is required by the Illinois Condominium Property Act to have homeowner's insurance, such as the HO 6 policy, for his or her unit. This coverage should include, but is not limited to, the following:

All personal possessions

All appliance upgrades (including but not limited to the stove, refrigerator, dishwasher, garbage disposal, washer, dryer, hot water heater, furnace, and air conditioner).

Replacement of windows, doors their trim and hardware (including patio or balcony doors), and garage doors.

Upgrades of all kinds, including but not limited to floor coverings, wall coverings, and window treatments of every kind, all electrical fixtures and all other decorating.

Each unit owner within the Association must obtain insurance coverage for their personal liability and compensatory damages to another unit. This insurance will cover losses either caused by a resident's intentional or negligent act, negligence, or merely the operation of equipment within their home that caused damage to another. This insurance must cover the deductible cost of the owner whose unit is damaged. It is recommended that each owner contact their agent or broker to determine what coverage is appropriate for their personal property and liability.

- O. **Rental Units** – Renters should purchase insurance that provides the usual coverage for a rental policy. Personal property and contents of a unit are not the responsibility of the unit owner or of the Association. Renters should furnish the unit owner with a copy of their certificate of insurance.

II. **Rules Regarding the Use, Administration and Appearance of the Property.**

- A. **Alterations and Additions** – No alterations, additions or improvements of any kind may be made without the prior written consent of the Board. This rule covers exterior portions of the structure involving common elements and exclusive common elements. See Exhibit “A”.
- B. **Assessments and Collections** – All monthly assessments are due and payable on the 1st day of each month. Assessments shall be paid by check, money order or direct deposit at a designated bank. A late charge of \$25.00 will currently be charged to any account on which the full assessment has not been received or postmarked on or before the 15th of the month in which it is due and owing. A Forcible Entry and Detainer action may be filed within thirty (30) days, if payment is not paid within ten (10) days of demand. The cost of all legal fees will be charged to the Owner. A direct deposit is available each month to pay the assessment amount. Monthly coupons are provided annually to accompany the monthly payment. See Policy #A1.
- C. **Patios** - Residents are responsible to keep patios clean and free from storage and debris. All patio furniture and plantings are to be confined inside the patio or balcony railing. Items other than patio furniture, grills and outdoor plantings are prohibited. Patios may not be used for storage, other than seasonal storage of barbecue grills, lawn chairs and other items associated with patios and balconies. Barbecuing will be allowed on patios using a gas grill or charcoal grill. Patios may not be enclosed, altered or the appearance changed in any way.
- D. **Damage Caused By Owner** – If, due to the act of or the neglect of an owner, a guest, tenant, pet or other authorized occupant or invitee of such owner, damage shall be caused to a part of the Condominium Property which would otherwise be a Common Expense, then such owner shall pay for such damages as may be determined by the Board.
- E. **Exterior Light Fixtures** - Motion detector lighting may be allowed only with the completion of the Alterations Form and prior approval of the Board. See Policy # E1 for further details.
- F. **Feeding Wildlife** - The feeding of geese, ducks, and wildlife of any sort on the common elements is prohibited. A concern is controlling the nuisance of animals and waterfowl in the area. See Policy #F3.

- G. **Flags** - Flag brackets are permitted on the wood trim only and may accommodate a pole no longer than five (5) feet long. Vertical flagpoles are not allowed. The American flag should be displayed according to proper flag etiquette. If you need clarification of flag etiquette, contact management for details. U.S. and decorative seasonal flags such as summer, Thanksgiving, Christmas are permitted. Only one flag may be flown at a time.
- H. **Flower Planting** - Flowers must be annuals and must not exceed 18 inches in height. Planting is from May 1st and must be removed no later than November 1st. No vegetables or rose bushes are to be planted in bedding areas, only in pots. No planting should be made around trees or large bushes as landscapers turn over dirt and add mulch to these areas. Free standing poles and flower pots should not be placed in areas that obstruct foot traffic. Three (3) brackets for hanging baskets no larger than 12” in diameter and 9” high may be attached only to wood structures in the front and rear of the home. See Policy #F1.
- I. **Game and Play Equipment**
All game and play equipment for children or adults, must be removed from the common areas when not in use. Swimming pools are not allowed on the common areas. No ball playing nor any kind of golf is allowed in the common areas. All play equipment must be stored in the resident’s garage. Storage of such equipment on the resident’s patio or balcony or common property is strictly prohibited. Any markings placed on driveway or patios must be removed each day.
- J. **Garage Sales** - A community garage sale is prohibited. Garage sales are permitted for individuals during the months of May thru September (excluding 4th of July weekend). Unit owners must comply with all requirements of the Village of Schaumburg including necessary rules and regulations. See Policy # G1.
- K. **Garbage and Trash** – Containers, bags, and recycle bins shall not be placed outside for collection any earlier than sunset of the night prior to pickup. All containers must be returned inside by 9 PM on the day of collection. In a week where a holiday occurs on a garbage collection day, garbage will be collected one day later than normal. Any litter remaining on the ground after garbage pickup should be removed by the unit owner. Refuse collection of appliances and large items must be arranged with the Waste Management Company.
- L. **Holiday Season Decorations** - Seasonal exterior decorations may be installed no earlier than thirty (30) days prior to the holiday and must be removed no later than thirty (30) days after the holiday has ended.
- M. **Home Occupation** - The purpose of the Home Occupation Policy is to permit the establishment of home occupations that are compatible with the neighborhood in which they are located. Once approved, the homeowner’s occupation will require the attainment of Village of Schaumburg Home Occupation Business License to be renewed annually or every three (3) years. For questions, contact Village of Schaumburg Planning Department. See Policy # H1.

- N. **Hose and Hose Reels** – All garden hoses when not in use must be neatly coiled on the exterior hose reel or near the spigot. Hoses lying in the bushes or on the turf may be disposed of at the discretion of the Board. The Association shall not be responsible for providing hoses, nozzles or sprinklers. As of November 1st, all garden hoses and reels must be disconnected and stored in the garage.
- O. **Interior Decorating Repairs** - The Association is responsible for repairs to the interior only to the point that drywall repairs and priming (ready to paint) will be provided. Repairs to other items damaged from exterior conditions are not covered by the Associations property insurance, and are the sole responsibility of the homeowner. See Policy # I1.
- P. **Landscape Watering Ordinance** - The Village of Schaumburg Watering Ordinance for landscaping currently states that watering is permitted daily from 5:00 P.M. to 11:00 A.M. only, year around. Watering of new sod is exempt for thirty (30) days. All watering will be in accordance with the Ordinance. Watering trees and shrubs during dry weather is important. The lawn areas will brown out, but will survive the lack of water. Do not use the water for personal use such as washing cars and filling swimming pools.
- Q. **No Unsightly Uses** – No clothes, sheets, blankets, rugs or laundry of any kind or other similar articles shall be hung out on any part of the common elements. The Condominium Property shall be kept free and clear of all rubbish, debris and other unsightly material.
- R. **Maintenance Responsibility List.** This is a list of maintenance items indicating the responsibility of either the Association or Owner for the type of repairs or replacement needed to restore the item to its original use. For details see Policy #M1.
- S. **Security of Premises** – Haverford is an active participant in the Neighborhood Watch Program for crime prevention. If you observe any suspicious activities anywhere in Haverford, notify the police immediately. Write down any license number or description you observe. Don't hesitate to call the police: that's what they want you to do!
- T. **Storm Door Installations** - Storm doors will be allowed only with the completion of the Additions and Alterations Form and approval of the Board. The storm door must be a full glass, permanently installed door. Acceptable colors are white, or almond. See Policy # J-1.
- U. **Noise/Disturbances** – Unreasonable noise and disturbances are prohibited. Residents shall not play televisions, stereos, instruments, or operate toys or equipment in a manner that disturbs residents or becomes an annoyance or nuisance to the other Unit Owners and infringe on the rights of others to privacy and peace. The Board's policy also bans abusive, harassing or threatening behavior, thus observing a "zero tolerance" to such activity.

III. Rules Regarding Behavior

- A. Unit owners, family members, guests, tenants, and invitees may not engage in activities where they may endanger themselves, passers-by, pedestrians and vehicular traffic, for potential damage to Common Elements, personal property and the liability of the Association for injuries and damage (e.g. ball playing, frisbee, skate boarding, etc.) Tree climbing is not allowed on Association Property. Ropes, swings, etc. may not be attached to common area trees. Unit Owner will be responsible for any damage caused by family members, guests etc. due to negligence on common areas.

IV. Rules Regarding Pets

- A. No animals other than common household pets shall be allowed, and no animals shall be raised, bred, or maintained for any commercial use. All pets must be leashed while outdoors on any common element. No pet may be unattended when staked outdoors at any time. No pet may be leashed to trees or shrubs. Any deposit of waste by a pet on the common grounds shall be promptly disposed of by the person attending the pet. Any damage to the grass or to the Association Property caused by a pet shall be repaired by the Association and the cost of such repair shall be billed to the violating resident. No pet shall be allowed to create a nuisance or unreasonable disturbance or to damage any common elements or the property of any other resident.

B. Enforcement of Pet Rules

A warning will be issued in the form of a letter to the offending pet owner explaining the violation and complaint along with a copy of the Pet Control Rules. The first violation by a pet owner will result in a Notice of Violation in the form of a warning to comply to the rules. The second violation by a pet owner will result in a \$50.00 fine, payable within 10 days from the date of the violation letter. The third violation by a pet owner will result in a \$100.00 fine, payable within 10 days from the date of the violation letter. The fourth violation by a pet owner will result in a letter from the Board of Directors notifying the owner that the pet (s) may be subject to removal from the Haverford Property. Removal to take place within 3 days of the date of notification. Vicious animals will be treated in an appropriate manner by the proper authorities.

Appeals of Violation Letters

Pet owners have the right to appeal at any level of the enforcement process by responding in writing to the Board within 10 days of notification. If the Board upholds the appeal, the fine will be refunded or rescinded.

Reporting a Violation

Only written complaints containing the following information will be considered. Include this information in your complaint to the managing agent:

1. Date of Violation

2. Time of Day
3. Location
4. Description of Animal (color, breed, size, etc.)
5. Name and address of owner (if known)

Non-residents committing an offense of the Village Ordinances should be reported to the Village of Schaumburg.

V. Unit Sales

- A. No advertising or other displays shall be maintained or permitted on any part of the property except at such locations determined by the Board. One "For Sale" sign no larger than 30" x 18" is permitted to be displayed in a window of the home or on the garage door. A "For Sale" sign and an "Open House" sign ONLY are permitted in the yard commencing at 8:00 A.M. Saturday and ending at 8:00 P.M. Sunday, except by special permission of the Board. Signs shall be displayed in a manner so as not to damage the garage door.
- B. "For Rent" signs are not permitted at any time. See Policy # F4 for further details.
- C. No later than 30 days after the effective date and not later than ten (10) days before change of ownership, each unit owner shall provide Management with a Homeownership Information Sheet. See Policy H2 for details. All owners who sell their units must provide a \$150.00 Security Deposit to be held by the Association while the exterior of the unit is inspected. If the unit passes inspection, the owner will receive a refund of the security deposit of \$125.00. (\$25.00 is the clerical fee charged by the Management Company for the inspection and clerical work). If the unit does not pass inspection, the owner will be notified of any corrective action to be taken, which must be done prior to closing. The Association reserves the right to have the repair completed and charge the cost to the seller. See Policy #K1 for further details.

VI. Leases, Tenants, and Non-Resident Unit Owners

- A. All leases must be in writing and for a period of not less than one year. All leases must be in conformance with, and make specific reference to, the legal documents of the Association. The property owner is ultimately responsible for his tenant's abiding by all provisions and restrictions imposed by the Association's legal documents, whether he resides in the unit or not. If a tenant violates the documents or rules and regulations, the owner shall also be held responsible.
- B. All tenants must be given a copy of the legal documents and any rules or regulations that have been adopted by the Association's Board of Directors. Tenants should be informed that this information is being provided to them because they are a part of the Association by virtue of their residency and are obligated to obey the provisions of the documents.

- C. Any violations of the Declaration, By-Laws or these rules and regulations may result in flat or daily fine or in more serious situations, eviction proceedings. All fines, costs and legal fees will be charged to the unit owner.
- D. All unit owners who do not reside in a unit owned by them shall provide the Board with their permanent resident address and phone numbers where they may be reached in an emergency, both at home and at work. Any expenses of the Board incurred in locating a unit owner who fails to provide such information shall be assessed to that unit owner as a common expense. Unless otherwise provided by law, any unit owner who fails to provide such information shall be deemed to have waived the right to receive notices at any address other than the address of the unit, and the Board shall not be liable for any loss, damage, injury, or prejudice to the rights of any such unit owner caused by any delays in receiving notice resulting therefrom.
- E. No unit owner may lease less than the entire unit, nor may the unit be leased for commercial, transient or hotel purposes.
- F. Unit owners are required to submit all leases with appropriate riders, Exhibit "B " and renewals to Management no later than five (5) days prior to the effective date of the lease. A fine of fifty dollars (\$50.00) will be assessed to the unit owner for the failure to provide the documents before the lease commences.
- G. If a tenant violates any provision of the Declaration, By-Laws, or the Rules and Regulations, the Board, in its discretion, shall determine what action or actions should be taken against the unit owner or tenant, as the case may be. When the Board, in its discretion, determines that a violation or series of violations warrants terminating of the lease, the Board may take whatever action or actions are necessary to terminate the lease.
- H. All expenses of the Board in connection with any violation under these rules shall be assessed to the account of the unit owner responsible as a common expense.
- I. Any owner of property, whose property is being rented out for residential purposes, shall attend and complete a Village of Schaumburg Crime Free Multi-Housing Program Seminar. The owner, agent or designee shall attend the Seminar prior to obtaining or being issued, a Village of Schaumburg residential operator license.

VII. Satellite Dishes

Specifications for Satellite Dishes

The following guidelines are used in evaluating requests for the installation of satellite dishes on the common property. These are only guidelines to be used by the Board of Directors in evaluation of each application. Individual circumstances which are considered mitigating by the Board may prompt the Board to deviate from these guidelines when evaluating a specific request.

In the interest of health, safety, and welfare of the Association, the Board has adopted the following Rules and Regulations:

1. Any owner interested in installing a satellite dish one meter or less in diameter should refer to the Association's instructions for installation of satellite dishes. Satellite dishes greater than one (1) meter in diameter are prohibited.
2. Satellite dishes may only be installed on portions of property within the owner's exclusive use or control. This would include the Limited Common Elements of the Association only. Any deviations must be approved by the Board of Directions 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.
3. Every effort shall be made to locate dishes at the rear of the buildings if a signal is attainable from there. Nothing may be attached to any roof, gutter, downspout, siding or masonry of any building. Nothing may be attached to the front of any building. When installed, the Board prefers the dish to be installed on a 2-inch galvanized steel post at the minimum height needed for installation, but no higher in total height than 36" inches and installed in the planting bed near the other mechanicals.
4. The Board strongly suggests that satellite dishes be professionally installed. If the 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.
5. 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 the satellite dish.
6. Once installed, the owner will be responsible for the maintenance of the dish. 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, the owner will be advised accordingly.

7. The installation of a satellite dish will not be in lieu of the Association provided cable service.
8. The unit owner shall at all times keep the satellite dish in good repair. Failure to properly maintain the dish after five (5) days notice from the Board may result in the removal of the dish.
9. The owner shall be responsible to fund the cost of any maintenance, repair or replacement to the property resulting from installation of the satellite dish. In addition, the owner must restore the property to its original condition upon removal of the dish.
10. The Owner hereby indemnifies and holds 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. Owner agrees to be responsible for any damage to the property or any injury to any individual as a result of the installation of the dish. Upon installation of the dish, the owner must execute the Satellite Dish Agreement (Exhibit C).
11. Upon transference of the ownership or occupancy of the unit, the Owner shall inform the successor in title, including any purchaser by Articles of Agreement for Warranty Deed, or tenant, of the existence of these Rules and Regulations and the obligations set forth herein. All obligations herein shall pass to any successor in interest. If the transferee is unwilling to assume the responsibilities set forth herein, and execute a new Satellite Dish Agreement (Exhibit C), the dish must be removed prior to conveyance.
12. All satellite dishes shall be constructed 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 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 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.

VIII. Vehicle Rules

A. Permitted Vehicles

Permitted vehicles are: Private passenger carrying automobiles, including station wagons, vans, pick up trucks and other similar vehicles, in full drivable and operable condition, and used primarily for the transportation of passengers. Also permitted are lightweight recreational motor vehicles, excluding campers, capable of being parked inside the garage space with the garage door closed, and provided that lightweight recreational vehicles shall:

1. display a "B", "RV" or other passenger license plate;
2. have no more than two (2) axles;
3. have no more than four (4) wheels;
4. have a curb weight less than six thousand (6000) pounds;
5. have an overall width of less than seven (7) feet;
6. not be used for any commercial endeavor and/or have visible accessories such as but not limited to, advertising, snow plows, ladder racks, tool boxes (except all purpose truck utility chests not to exceed six inches above truck bed), material handling equipment, moving and delivery equipment, chemical and/or paint supplies, cleaning and janitorial materials, entertainment or musical instruments, and construction tools and supplies of any sort.

Registered motorcycles and motor bikes licensed to be ridden on public roads and highways. All vehicles shall display a valid registration plate and sticker. Emergency vehicles that fit into any of the descriptions above or are present in performance of their duties are permitted.

B. Non-Permitted Vehicles

All boats, trailers, campers or vehicles other than those defined above as Permitted Vehicles, plus any vehicles without valid, current state license plates and appropriate municipal or county vehicle stickers, if required.

C. Abandoned Vehicles

An abandoned vehicle is any vehicle which is in a state of disrepair rendering it incapable of being driven in its present condition; or which has not been used or moved for at least fourteen (14) days and the owner has no prior written permission from the Board; or which does not have current, valid state license plates and/or municipal sticker, if required; or when the acts of the vehicle owner and the condition of the vehicle clearly indicate abandonment in the judgment of the property manager. Every reasonable effort to contact the owner will be exhausted prior to removal.

D. General Rules Regarding Vehicles

1. Vehicles may not be parked so as to obstruct passage of other vehicles on the Property. All vehicles shall be parked within the limits or within the lines or other marked boundaries for such vehicles. Motorized four wheeled vehicles may not be parked diagonally or crosswise on driveways or other parking areas.
2. All vehicles are restricted to paved surfaces, including the streets, driveways and parking areas of the property. There shall be no parking on routes of passage across any other portions of the property, including all lawn areas and sidewalks. There shall be no parking in areas designated as fire lanes. Vehicles shall not be parked in a manner which interferes with ingress to or egress from any portion of the property such as but not limited to, sidewalks, driveways and parking areas.
3. Commercial vehicles, including pick up trucks, may only be kept on the property if parked in a garage with the overhead door closed. Commercial vehicles may be parked in permitted areas when used for their normal commercial purposes, so long as such

parking is only for the period of time necessary to provide the commercial services requested of the Association or by the Association.

4. No unauthorized motorized vehicle of any nature, including but not limited to: snowmobiles, mopeds, and minibikes shall be operated on the Common Area.

5. Vehicles shall be moved at the direction and/or request of the Board of Directors when necessary, for maintenance of the parking areas or to facilitate snow removal. In addition, no vehicle maintenance shall be performed on any guest lots or common area.

6. It is the unit owner's responsibility to inform their tenants, guests, or invitees of the parking rules and regulations.

E. Overflow Parking Areas

The overflow parking areas, defined as those areas not considered the driveway or parking garage, are to be used for overflow and visitor parking. Any homeowner or occupant of a unit or their guest desiring to use the overflow lot can do so in accordance with the following guidelines:

1. The vehicle is in accordance with the permitted vehicles (refer to Vehicle Rule and Regulation "A").
2. The time the vehicle remains in the overflow lot is not to exceed seven days (7) days without prior written permission from the Board.

F. Enforcement

The provisions set forth herein are intended to supplement but not replace the Policies and Procedures Regarding Enforcement, which are fully applicable to all violations under these Vehicle Rules and Regulations. In the event of a violation of these Vehicle Rules and Regulations, the Board or its duly authorized agents shall, where practicable, send a Notice of violation to the owner or shall affix a Parking Violation Notice (Tow Sticker) or both, to the vehicle, preferably on the driver side window. Any Parking Violation Notice which is affixed to the Vehicle shall contain such information as the Board deems appropriate.

Any failure to protest a Notice of Violation under these rules may be deemed an admission of the violation and may result in costs and expenses being assessed to the owner. In addition to providing notice of any violation in accordance with the above provision, the Board also may take any or all of the following actions:

1. Record, to the extent possible, the vehicle identification, including license number, date of violation, type of violation and vehicle, if known, on a permanent record of violations. All such records of violations shall be kept by the Association in the manner designed by the Board.
2. Identify or attempt to identify the vehicle owner, if not an owner, and notify that owner of the violation.

3. Identify or attempt to identify the owner whose vehicle is causing the violation or whose guest or invitee is causing the violation.
4. Notify the local governmental authorities, asking that they issue a citation and remove the vehicle.

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

1. When a vehicle has been abandoned and a notice of such violation was affixed to the vehicle at least seven (7) days earlier, whether the notice was removed or not, the vehicle may be towed without further notice to the vehicle owner.
2. When a vehicle is parked in a fire lane, left unattended or parked in a loading zone, or handicapped parking area without proper handicap identification plates or placard or is parked in a manner which presents an immediate danger to the Property or to the health, safety and welfare of any person thereon, the vehicle may be towed without notice to the vehicle owner.
3. When a vehicle is parked in violation of any of these Vehicle Rules and Regulations, and the owner of the vehicle has been found guilty of at least three (3) prior violations of any of the provisions of these Vehicle Rules and Regulations, the vehicle may be towed upon the occurrence of the fourth or subsequent violation without notice to the vehicle owner.

Any time a vehicle is towed pursuant to these Vehicle Rules and Regulation, all costs and expenses incurred shall be the responsibility of the vehicle owner or the owner of the unit. Any additional expenses incurred by the Association in connection with any tow, including reasonable attorney's fees, also will be the responsibility of the vehicle owner or the owner of the unit.

G. Notices and Authorization to Tow

In order to ensure that potential violators have notice of the fact that their vehicle may be towed, and in accordance with the requirements of the law as set forth in Chapter 18A-100 et seq. of the Illinois Motor Vehicle Code, signs are posted on the property giving notice that violators of the Vehicle Rules and Regulations may be towed.

The Board may enter an agreement with an appropriate company or individual to effect removal of vehicles. All costs related to enforcement of any of the vehicle regulations including reasonable attorney's fees, will be the responsibility of the unit/vehicle owner. The Association is not responsible for loss or damage to vehicles or for injury to persons or pets in the parking areas.

Fines:	First Violation	\$ 50.00
	Second Violation	\$100.00
	Third Violation	\$250.00

The Board retains the right to forward any matter relative to parking to the Association's attorney at any time.

EXHIBIT A
ARCHITECTURAL CHANGE APPLICATION

OWNER INFORMATION:

Owner's Name

Owner's Address

DESCRIPTION OF IMPROVEMENT:

COMPLETE ALL THAT ARE APPROPRIATE:

LOCATION: _____ CONTRACTOR: _____

STYLE: _____ START DATE: _____

COLOR: _____ FINISH DATE: _____

MANUF: _____ MATERIALS: _____

THIS APPLICATION MUST INCLUDE A COPY OF THE PLAT OF SURVEY FOR YOUR LOT, IF APPLICABLE, SHOWING THE LOCATION OF THE CHANGE. IT MUST ALSO INCLUDE A SKETCH, DRAWING OR PHOTO OF THE IMPROVEMENT.

No application will be accepted to enlarge patios or decks.

Owner's Signature/Date

EXHIBIT A

ARCHITECTURAL CHANGE APPLICATION

I hereby agree to obtain all necessary building permits and to comply with all applicable building codes and complete the change and/or improvement within thirty (30) days of approval.

I hereby agree to comply with all the Association Declarations, By-Laws and Rules and Regulations in respect to this Architectural Change and/or improvement.

I hereby agree to indemnify and hold harmless the Association, its unit owners, members of the Board of Directors, employees and management agent from all losses, damage, liability, judgments, court costs, attorneys fees, interest or any other costs or penalties arising out of this change or improvement. All contractors must furnish a certificate for proof of insurance.

I hereby understand that I am responsible for the future upkeep and maintenance of this change and/or improvement.

I hereby agree to permit the Association access to my property for purposes of inspection of the change and/or improvement in order to ensure compliance with the Association Declarations, By-Laws and Rules and Regulations.

I hereby agree that failure to comply with any of the above requirements may result in revocation of the approval of my change and/or improvement and removal of my change and/or improvement and restoration of the facilities to a condition that existed immediately before approval. All necessary costs and expenses associated with this restoration will be at my expense, including but not limited to construction costs and consequential expenses such as attorney's fees, court costs, permit fees, etc. Notwithstanding anything to the contrary, the Association, at its discretion, shall have the right and power to enter my property and repair the change and/or improvement should it fall into a state of disrepair that is not corrected within fourteen days after written notice to me. All costs connected with such repair shall be charged to my assessment account and be subject to the collection methods authorized by the Declaration, By-Laws, Rules and Regulations and the laws of the State of Illinois.

I hereby agree and understand that approval of my application shall be binding on all successors, devisees, heirs, assignees and transferees of my property. I further agree to inform them of the terms and conditions contained in this waiver.

Owner's Signature/Date

Address

EXHIBIT D

WITNESS COMPLAINT

INFORMATION CONCERNING WITNESS:

Witness Name

Witness Address

INFORMATION CONCERNING VIOLATORS:

Violator's Name

Violator's Address

INFORMATION CONCERNING VIOLATION:

Date and Time of Violation

Location

WITNESS OBSERVATIONS:

I make the above statements based on my personal knowledge and not upon what has been told to me. I will cooperate with the Association in every way possible should additional information be needed from me regarding this matter.

Witness Signature/Date

PLEASE RETURN TO: Haverford at Schaumburg Country Homes Condominium Assn.
c/o American Property Management of Illinois, Inc.
1251 N Plum Grove Road, Suite 140
Schaumburg, IL 60173

Email: mail@apmofil.com **Fax:** 847-985-5038

EXHIBIT E

NOTICE OF VIOLATION

To: _____ Date: _____

You are hereby notified, as the owner of the above address, that you are cited with the following violation of the Associations Declaration, Bylaws or Rules and Regulations. The violation occurred as follows:

This is the ___ first, ___ second, ___ third time that you have been notified about this matter. Previous notices were sent on _____.

If you wish to protest this notice and believe that details are unjustified, you may do so by sending a letter to the Board of Directors and/or requesting a hearing before the Board of Directors.

You may request a hearing by signing, dating and returning this notice within fourteen (14) days to the Association at the address below. The hearing is your opportunity to present your side of the issue to your Board of Directors. After your request has been received, you will be notified by mail of the date, time and location of the hearing. Hearings are normally held at the next scheduled meeting of the Board of Directors.

If you fail to protest this notice or if you fail to appear at a hearing once it has been scheduled, you will waive your right to any further hearings with the Board of Directors and will be found guilty by default. Any fines, charges, costs, expenses and legal fees associated with this notice may then be assessed against you and added to your account.

Haverford Country Homes Board of Directors

Signature/Date

Address

PLEASE RETURN TO:

Haverford at Schaumburg Country Homes Condominium Assn.
c/o American Property Management of Illinois, Inc.
1251 N Plum Grove Road, Suite 140
Schaumburg, IL 60173

Email: mail@apmofil.com

Fax: 847-985-5038

EXHIBIT F

NOTICE OF DETERMINATION REGARDING VIOLATION

To: _____ Date: _____

Re: _____

The Board of Directors considered the complaint on _____ and reached the following determination:

_____ You did not request a hearing and you waived your right to address the Board.

_____ You did not request a hearing but chose instead to respond to the Board in writing.

_____ You did request a hearing but failed to attend as scheduled.

_____ You attended the hearing and discussed the alleged violation.

_____ You were found not guilty and no action will be taken.

_____ You were found guilty of the violation and a fine of \$ _____ has been assessed against your account. Payment is due within 30 days.

_____ You were found guilty and no action will be taken. (If a similar violation occurs in the future it will be considered a subsequent violation and processed accordingly).

_____ You are directed to correct the condition resulting in the violation. This must be completed (by _____/immediately). It is the owner's responsibility to notify the Association as soon as this has been done. A fine of \$5 per day will be assessed against your account for each day that the condition is not corrected after the above deadline.

_____ Damages, expenses and administrative charges in the amount of \$ _____ have been assessed against your account. Payment is due within 30 days.

_____ Legal expenses in the amount of \$ _____ have been assessed against your account. Payment is due within 30 days.

_____ Damages have occurred or an Architectural Violation exists. You are directed to repair or correct the violation at your own expense (by _____/immediately).

_____ This violation is a second or subsequent violation. The association attorneys have been instructed to inform you that legal proceedings will be instituted if further violations of this nature occur. All expenses resulting from this notification and subsequent violations will be assessed directly to your account.

This decision by the Board of Directors is binding and final.

EXHIBIT G

PARKING VIOLATION NOTICE

DATE: _____

TIME: _____

This vehicle is parked in violation of the Rules and Regulations of Haverford Country Homes Association for the following reasons:

This is your (Circle One) First, Second, Third violation of the Association's vehicle rules. UPON A THIRD OR SUBSEQUENT VIOLATION, YOUR VEHICLE MAY BE TOWED WITHOUT NOTICE TO YOU.

NOTE. IF YOU WISH TO PROTEST THIS VIOLATION, YOU MUST CONTACT THE ASSOCIATION IN WRITING AND REQUEST A HEARING IN ACCORDANCE WITH THE ASSOCIATION'S POLICIES AND PROCEDURES REGARDING ENFORCEMENT. IF YOU FAIL TO PROTEST WITHIN 14 DAYS, THE VIOLATION WILL BE DEEMED ADMITTED, AND YOU MAY BE ASSESSED COSTS AND EXPENSES OF AT LEAST \$25.00.

Haverford Country Homes Board of Directors

EXHIBIT H

RECORD OF VEHICLE VIOLATION

DATE: _____

TIME: _____

Vehicle Information:

License Plate: _____

Municipality & Sticker No. _____

Make of Vehicle: _____

Model: _____

Color: _____

Where Parked: _____

Owner's Name and Address if Known: _____

Type of Violation:

Completed By: _____

HAVERFORD COUNTRY HOMES

POLICY RULES & REGULATIONS

<u>SUBJECT</u>	<u>REFERENCE</u>
ASSESSMENT COLLECTION	A – 1
EXTERIOR LIGHT FIXTURE	E – 1
FLOWER PLANTING	F – 1
FEEDING WILDLIFE	F – 3
REPAIR OF INTERIOR DECORATING	R -1
STORM DOOR INSTALLATION	S – 2
FOR SALE SIGNS	F – 4
GARAGE SALES	G – 1
HOME OCCUPATION	H – 1
MAINTENANCE RESPONSIBILITY LIST	M – 1

ASSESSMENT RULE INFORMATION

<u>ACTION</u>	<u>DATE OF ACTION</u>
1. Assessment Due Date	First of the month
2. End of "GRACE" period	15 th of the month
3. Notification letter by mail indicating addition of \$35.00 late charge	16 th of the month
4. Notice of Intent to File	16 th of the month
5. File Forcible Detainer	30 days after letter stating Intention to file is sent.

All of the above actions are to be taken AUTOMATICALLY in each and every case. Consistency of application of the Collection Policy will avoid charges of special and unusual application of the By-Laws by Delinquent Homeowners.

Any and all legal fees incurred by the Association in an attempt to collect assessments will be charged to the unit owner as provided in the Declaration and By-Laws.

EXTERIOR LIGHT FIXTURE POLICY

Front and Rear Elevations

1. A motion detector adaptor only may be fitted to the existing fixture. Motion detector lighting will be allowed only with the completion of the Addition and Alterations form, and prior approval by the Board of Directors.
2. The approved style of motion detector conversion kit is model number BC8950 made by Interlectron, in white, black or brass.
3. The Board must approve the location (s) of the adaptor prior to installation.
4. A permit from the Village of Schaumburg must be obtained by the unit owner prior to installation. A copy of the permit must be attached to the Alterations and Additions Application when submitted to the Board for approval.
5. A certified electrician must make the installation.
6. A Certificate of Insurance from selected electrician must be attached to the Alterations and Additions Application when submitted to the Board for approval.
7. The installation must be inspected and approved by the Village of Schaumburg prior to final approval by the Board. A copy of the final approval from the Village must be sent to the Board.

Upon approval and installation, the additions become the responsibility of the homeowner.

LANDSCAPING/FLOWER PLANTING POLICY

A. General:

1. A landscaping and maintenance service has been retained to care for the grass, shrubs, trees and other planting on all Common Property. Any questions pertaining to these areas must be directed to the Property Manager and not discussed directly with the landscape service personnel.
2. Any removal of Association planting without the Board's approval will result in replacement of such plantings at the owner's cost.
3. The following restrictions apply if a unit owner chooses to plant flowers.
 - a. Extending existing landscape areas or creating new areas by cutting back or removing existing sod on Common Area is prohibited.
 - b. Climbing vines or flowers are not permitted on trellises or buildings.
 - c. The homeowner, not the landscapers, will be fully responsible to maintain a neat and orderly appearance of flowers planted by owners.

B. Bedding Plants:

1. Flowers must be annuals or bulbs and must not exceed 18 inches in height. These cannot be planted before May 1st and must be removed no later than November 1st.
2. No vegetables or rose bushes are to be planted in bedding areas, only in pots.
3. Flowers and bulbs should not be planted around trees or large bushes as landscapers continually turn over dirt and add mulch to these areas,

C. Hanging Baskets:

1. Two (2) brackets for hanging baskets no larger than 12" in diameter and 9" high may be attached ONLY to the wood structures of the building and not bricks or siding. Two (2) brackets may be added to the front and rear of the home.
2. Hanging baskets may be hung from May 1st to November 1st.

3. Hanging baskets must be placed on the inside and not on the outside of the balcony.
4. Hanging baskets (free standing poles) and flower pots should be placed in areas that do not obstruct foot traffic, maintenance work or pose a safety hazard.
5. Unit owners are responsible for all costs associated with the repair and replacement of damaged wood due to their installation of hanging basket

F-3

FEEDING WILDLIFE

The feeding of wildlife on the Common Elements is of concern in controlling the nuisance of animals and water fowl in our Association.

In order to better control this problem, only hanging bird feeders are allowed. Bread and other food products shall not be allowed on the ground for wildlife consumption.

Violations of this policy will result in a fine to the offending unit owner.

R-1

REPAIR OF INTERIOR DECORATING

If the Association is responsible for repairs to the interior, it will only be to the point that the drywall repairs and priming (ready to paint) will be provided. Repairs to interior decorating, finished coat painting, wallpaper, and upgrades damaged from exterior conditions are not covered by the Association's property insurance, and are the sole responsibility of the homeowner.

S-2

STORM DOORS/WINDOWS

Storm doors will be allowed only when completing of the Alterations and Additions form and the approval of the Board.

Storm doors:

1. White, or almond metal, full glass.
2. Permanent installation.

3. In the rear of the building, plain glass, no etching and no muttons or grills. Front windows should have muttons. No blinds are allowed between the glass.

F-4

“FOR SALE” SIGNS

No advertising or other displays shall be maintained or permitted on any part of the property except at such location and in such form as shall be determined by the Board.

“For Sale” signs no larger than 30” x 18” are permitted to be displayed in a window of the home. If no windows are visible as seen by standing on the street in front of the house, the sign may be displayed on the garage door.

An “Open House” sign is permitted in the yard commencing at 8:00 a.m. Saturday and ending at 8:00 p.m. Sunday, unless otherwise approved by the Board of Directors.

“For Rent” signs are not permitted at any time.

G-1

GARAGE SALES

Garage sales are permitted only during the months of May thru September (except 4th of July weekend). Unit owners holding a garage sale must comply with all requirements of the Village of Schaumburg, including obtaining the necessary permit.

The Illinois Department of Public Health Food Service Sanitation Code prohibits the sale of food and preparation of food for sale from any residential dwelling.

The Village of Schaumburg Department of Health & Human Services will permit the sale of canned soft drinks and individually prepackaged bags of snacks and candy only. The sale of glass bottles is prohibited.

Please be advised that those residents selling the soft drinks and snacks, and any other residents participating in the garage sale, shall be responsible for removing any trash along the streets, parkways and other public areas that accumulate, due to the sale of these foods.

H-1

HOME OCCUPATION POLICY

Section:

- 1-1 Purpose and Intent**
- 1-2 Definition**
- 1-3 General Requirements & Performance Criteria**
- 1-4 Permitted Home Occupations**
- 1-5 Prohibited Home Occupations**
- 1-6 Permit Procedures**
- 1-7 Penalty - Failure to Comply to Regulations**

1-1 Purpose and Intent: The purpose of this Home Occupation Policy and Regulations is to permit the establishment of home occupations that are compatible with the neighborhoods in which they are located. The standards for home occupations specified in this policy are intended to insure compatibility with other permitted uses and that the home occupation is conducted in such a manner that it does not change in any way the residential character of the neighborhood or infringe on the rights of abutting and adjoining homeowners and residents. The following standards, combined with the compatibility of the home occupation and surrounding uses, and evidenced that the home occupation is clearly incidental and secondary to the residential use of the dwelling shall be used as criteria for determining whether a proposed occupational use qualifies as a home occupation. Once approved, all homeowner occupations will require the attainment of Village of Schaumburg Home Occupation Business License and/or other appropriate Business License which shall be renewed annually and must comply in all relevant respects with the Village of Schaumburg Ordinance.

1-2 Definition: A home Occupation is an accessory use of a dwelling unit that is:

- A.** Used for gainful employment that involves the provision, assembly, processing or sale of goods and/or services: and

- B.** Incidental and related to the residential use of the structure and does not change the essential residential character of the dwelling unit: but
- C.** Exclude uses that provide shelter or lodging to persons who are not members of the family residing in the dwelling unit.

1-3 General Requirements and Performance Criteria:

- A.** Employment: The operator of every home occupation shall reside in the dwelling unit in which the home occupation operates. Only persons who are members of the family residing in the dwelling unit shall be employed by or engaged in the home occupation.
- B.** Accessory and Related: The home occupation shall be accessory and secondary to the use of the dwelling for residential purposes and shall not occupy more than one hundred sixty (160) square feet or twenty-five (25) percent, whichever is less of the total floor area of the structure or garage when used in the conduct of the home occupation.
- C.** Appearance: There shall be no signs, activities, lights or advertising display that will indicate from the exterior that the building is being used, in part, for any purpose other than that of a dwelling.
- D.** Structural Alterations: There shall be no special internal or external structural alterations or construction features, either permanent to accessory, to the dwelling or garage, not the installation of special equipment to walls, floors or ceilings, which would change the residential character of the dwelling or garage. Any indoor storage, construction, alterations, electrical or mechanical equipment used shall not change the fire rating of the structure or the fire district in which the structure is located. No separate entrance from the outside of the building shall be added to the residence for the sole use of the home occupation. Any requested change must be submitted and approved by the Board prior to submission of License. When appropriate, a

building permit must be applied for and approval granted by the Village.

- E.** No Outdoor Storage: Home occupation and all related activities, including storage, shall be conducted completely within the dwelling or garage by the occupants of the dwelling.
- F.** Receipt or Delivery of Merchandise: There shall be no commodities sold or services rendered that require receipt or delivery of merchandise, goods or equipment by other than a passenger motor vehicle or any parcel or letter carrier mail service using vehicles typically employed in residential deliveries. No deliveries by semi-tractor/trailer trucks are permitted.
- G.** Traffic: The home occupation and any related activity shall not create any traffic hazards or nuisances in the public streets or require more vehicle parking than exists on the residential drive or assigned parking spaces servicing the dwelling unit. The conduct of any home occupation shall not prevent the number of automobiles intended to be parked in a garage from doing so. The frequency of trips to and from the dwelling shall be limited, as well as the frequency of groups of individuals at the dwelling, to avoid the creation of traffic patterns other than are customary on a residential neighborhood.
- H.** Limited Wholesale Retail and Service: No article can be sold or offered for sale from the premises. All other sales or provision of goods or services must be conducted off-premises unless by telephone and no traffic shall be generated from such activities in conflict with Section G The delivery and/or distribution of goods or services from the dwelling directly to the consumer, or to other employees or subcontractors associated with the home occupation, are prohibited.
- I.** Performance Standards: There shall be no noise, odor, dust, vibration, smoke, glare, television or radio interference, electrical interference, fire hazard or any other hazard emanating from the dwelling or garage so as to create a nuisance other than

that usually experienced in an average dwelling or garage under normal circumstances wherein no home occupation exists. No home occupation shall involve the use or production of noxious, toxic or harmful materials.

- J.** No Manufacturing Businesses are permitted. Any production on the premises shall not involve the conduct of a manufacturing business typically only permitted in an M-1 or and M-P Manufacturing District.

- K.** Annual Inspection of Home Occupations: Home occupations, as determined necessary by the Director of Planning, Director of Building and Code Enforcement, or their respective designees, shall be subject to an annual inspection by the Village of Schaumburg. This inspection is to ensure that all of the regulations in this and all other Village ordinances are adhered to as a responsibility of receiving a license for such use in a dwelling. The Condominium Association also reserves the right to make an Annual Inspection with three (3) days' prior notice to the owner. Failure to comply with the provisions of this and other codes and ordinances will result in the revocation of the business license for the home occupation.

- L.** Hours of Operation: No home occupation shall operate beyond the hours of 9:00 a.m. to 7:00 p.m. Monday through Friday. No clients/pupils shall be permitted between the hours of 7:00 p.m. to 9:00 a.m.

1-4 Permitted Home Occupations: Permitted home occupations shall include but shall not be limited to the following:

- A.** Attorney, CPA, salesman, architect/landscape architect, interior designer, graphic artist, word processor and consultant.

- B.** Artist studios, provided no retail business is conducted on the premises.

- C.** Word processing and typing services.

- D.** Therapists, social workers, human services professionals.

- E.** Mail order businesses, for receipt of mail order only.

- F. Telephone or e-mail sales.
- G. Teaching, instructing, tutoring, or counseling.

1-5 Prohibited Home Occupations: Prohibited home inspections shall include but shall not be limited to the following:

- A. Any repair of motorized vehicles such as repair or painting of autos, trucks, trailers, boats and lawn equipment.
- B. Animal hospitals, kennels, stables, or bird keeping facilities.
- C. Barber shops or beauty parlors.
- D. Clubs, including fraternities and sororities.
- E. Funeral chapels or homes.
- F. Medical or dental clinics.
- G. Restaurants.
- H. Warehousing.
- I. Welding or machine shops.
- J. Dog care centers.
- K. Day care.

1-6 Permit Procedures: After permission is granted by the Board to operate a home occupation, it shall remain the responsibility of the owner to apply for and maintain a business license from the Village of Schaumburg.

1-7 Penalty- Failure to Comply to Regulations: If a home occupation is operated without prior written approval of the Board, the Board may issue a letter to cease and desist and could fine the homeowner up to \$200.00 per day plus any costs associated with the enforcement.

**Haverford at Schaumburg Country Homes Condominium Association
M-1 Maintenance Responsibility List August 2004**

Maintenance Item (Alphabetical Order)	Association	Owner
Additions Alterations to Common Elements	X	
Air conditioner, and component parts exclusively serving a single Unit		X
Appliances, (In-Unit)		X
Asphalt Drives	X	
Basement sump pump, exclusively serving a single Unit		X
Bathroom soil stacks, exclusively serving a single Unit		X
Betterments and Improvements added by owner (interior)		X
Cable TV jacks (In-Unit)		X
Chimney Cap, exclusively serving a single Unit	X	
Doorbells, Doors, Locks, Storm Door, & Brick Mold		X
Dryer vents, Flues and Back Draft (Cleaning of In-Unit Components)		X
Drywall (In-Unit)	X	
Electrical Pipes, Conduits, Meters, Panel Breakers, exclusively serving a single Unit		X
Fireplace and Flue, exclusively serving a single Unit (Cleaning Only)		X
Electrical Receptacles (In-Unit)		X
Fixtures (In-Unit)		X
Flashing, metal head "windows & doors"	X	
Floor (Unfinished In-Unit)		X
Floor (Tile and Finished In-Unit)		X
Foundation, Footing and Sub-Surface Structures		X
Furnace Flues		X
Furnace Flue Caps (above roof only)		X
Garage Doors		X
Garage Door Openers		X
Gutters and downspouts	X	

Maintenance Item (Alphabetical Order)	Association	Owner
HVAC System and component parts, exclusively serving a single Unit		X
Kitchen Vents, Flues, Back Draft and component parts exclusively serving a single Unit		X
Landscaping	X	
Lighting fixtures, Exterior	X	
Painting and Decorating (Exterior)	X	
Painting & Decorating & Caulking (In-Unit)		X
Patio Doors, including Extending sills and brick mold		X
Patios		X
Pest control, animal eviction – exterior	X	
Pipes, utility supply serving more than one unit	X	
Pipes, utility supply, exclusively serving a single Unit		X
Rodents/pest control interiors, including attic		X
Roof Attic Installation		X
Roof Shingle Repair/Replacement, Roof Plywood Decking, Roof Vents & Flashing	X	
Sewer and drain lines serving more than one unit	X	
Sewer and Water Lines (Exterior)	X	
Sewer and Water Lines, exclusively serving a single Unit		X
Sidewalks (not including public walks)	X	
Siding	X	
Skylights		X
Spigots, interior		X
Spigots (exterior) and Common Water Meter	X	
Structural repair and replacement	X	
Water pipes and meters (In-Unit and serving only such unit)		X
Windows, screens, storm doors, extended sill, cap and brickmold		X
Window Well Covers		X
Wood Trim (exterior and excluding including doors & window)	X	

RENTAL OF UNITS

In compliance with Village of Schaumburg Residential Rental Ordinance requirements, **Haverford at Schaumburg Country Homes** has implemented and agreed to actively enforce the following Rental Rules and Regulations:

1. The Village of Schaumburg requires all owners renting property to be licensed. To obtain a Rental License, the owner or his/her agent or designee must attend a Crime Free Multi-Housing Program seminar, include a Crime Free Lease in a Rental Lease package, and pay an annual Rental License fee. (Owner(s) are responsible for contacting the Village of Schaumburg for license applications and information regarding seminars and fees.)
2. Owner(s) must notify prospective tenant(s) that Haverford at Schaumburg Country Homes participates in the Village of Schaumburg's Crime Free Multi-Housing Program.
3. Owner(s) must show prospective tenant(s) the Crime Free Lease Addendum prior to their completing the Lease Application, and owners and prospective tenants must initial it.
4. Owner(s) must not discriminate against any prospective tenants on the basis of race, color, religion, sex, national origin, age, familial status, or disability.
5. No unit shall be leased for less than the entire unit or for commercial, hotel or transient purposes.
6. No lease term may be less than one year. Month-to-month leases are prohibited.
7. Sub-leasing is not permitted.
8. Leases must include the names of all residents.
9. No more than three (3) non-blood related adults may reside at the same time in the same rented unit.
10. Owner(s) must receive a completed Lease Application from prospective tenants.
11. All leases must be in conformance with and make specific reference to the legal documents of the Association.
12. Owner(s) who lease a condominium must submit a "Rental Lease Documents Package", which will include seven (7) required rental lease documents; and which must be submitted to the Association's property management company no later than five (5) business days prior to the effective date of the lease. Failure to submit these documents as required will result in fines to the owner as specified under Rental "Rules Violations" Fining Schedule on Pages 3-4. A Processing Fee of \$25.00 is to be paid to the Management Company upon submittal of all new leases. The Rental Lease Documents Package includes the following documents:
 - a. Village of Schaumburg Rental License
 - b. Certificate of Unit Insurance
 - c. Lease Agreement
 - b. Lease Rider
 - c. Crime Free Lease Addendum
 - d. Homeowner Information Form
 - e. Criminal Background and Credit Check

13. Owner(s) must perform a Criminal Background and Credit Check for prospective tenant(s) prior to their moving into the unit. Criminal Background and Credit Checks must be performed a minimum of one (1) time for tenant(s). (If Criminal Background and Credit Checks have been performed for existing tenant(s) previously, a second Criminal Background and Credit Check need not be performed upon lease renewal.) Criminal Background and Credit Checks must be done for everyone residing in the unit over the age of eighteen (18).
14. Owner(s) are not permitted to rent their units to any person(s) convicted of any criminal offense in the past ten (10) years, which involved the health, safety or welfare of others, or having been convicted of a felony or "Class A" misdemeanor.
15. A Rental Lease Documents Package must also be submitted to the Association for immediate family members who are the solitary residents of the owner's(s') unit, regardless of whether or not they pay rent to the owner of the unit.
16. During the term of any lease, no new "resident" or "roommate" may move in without a new Rental Lease Document Package being submitted with the names and signatures of all tenant(s) residing in the unit.
 - a. A new resident or roommate is defined as any person residing in the unit for more than thirty (30) days.
 - b. A new Rental Lease Documents Package including a new Lease, Lease Rider, Crime Free Lease Addendum, and Criminal Background and Credit Application must be submitted to the management company for each "new" resident or roommate five (5) business days prior to their moving into the unit.
17. Owner(s) must provide tenants a copy of the Haverford at Schaumburg Country Homes Rules and Regulations when executing a lease for the unit.
18. The Lease Rider acknowledges that the owner(s) have made available to the tenant(s) a copy of the Haverford at Schaumburg Country Homes Rules and Regulations.
19. All owner(s) and tenant(s) must sign all Rental Lease Package documents.
20. These Rental Rules and Regulations become effective on **September 23, 2014**. All lease agreements signed prior to this date will be "grandfathered" for no more than one (1) year.
 - a. All new leases beginning on or after **September 23, 2014** must comply with these Rental Rules and Regulations (submission of the Rental Lease Package and Village of Schaumburg Rental License).
 - b. All existing leases that expire on or after **September 23, 2014** must comply with these Rental Rules and Regulations (submission of the Rental Lease Package and Village of Schaumburg Rental License).
21. Owner(s) must keep the following equipment and appliances in good working order: Heating & Air Conditioning System, Refrigerator, Range/Oven, Washer & Dryer, Dishwasher, Dryer Vent, Water Heater, and Chimney.
 - a. If the equipment and appliances listed above are not kept in good working order, the owner(s) will be required to make all necessary repairs or provide replacements within 72 hours of notification by the Association.

- b. Unit water leaks, whether inside one unit or unit-to-unit, must be repaired immediately or the Association will make the necessary repairs and charge all related costs back to the owner(s).
22. Owner(s) are responsible for the any violation of the Rules and Regulations that their tenants commit and subject to the fines associated with each violation.
23. Any “criminal acts” committed by an owner’s(s’) tenants will result in fines being assessed to the owner as specified in the Rental Rules and Regulations (refer to Rental “Rule Violations” Fining Schedule below).

RENTAL “RULE VIOLATIONS” FINING SCHEDULE

The following Fining Schedule applies to unit owner(s) whose tenant(s), their guests or invitees intend to commit or commit criminal acts on the property. The Association may seek to terminate the lease and possession by tenant(s) for any violation of these Rules and Regulations.

1. Disturbing the peace, Fighting, Disorderly Conduct, Vandalism, Property Damage, Offensive Behavior, Harassment, Intimidation, Public Drunkenness, Domestic Violence, Minor in Possession of Alcohol, DUI Convictions,
 - a. 1st Offense – \$100.00 Fine
 - b. 2nd Offense - \$300.00 Fine
 - c. 3rd Offense - Termination of Lease by Association.
2. Child Abuse, Assault, Battery, Burglary, Theft, Possession of Illegal Drugs, Possession of Stolen Property, Manufacturing or Distribution of Illegal Drugs, Crime Related to Gang Activity, Illegal Possession of Firearm or Weapon, Discharge of a Firearm, Aggravated Assault, Arson, Sex Offenses, Class A Misdemeanors, Kidnapping and Murder.
 - a. 1st Offense - Termination of Lease by Association.
3. The following Fines apply to owners who fail to submit the required “Rental Lease Documents Package” five (5) days prior to the lease start date / tenant(s) move-in date:
 - a. Submitting the Rental Lease Document Package less than five (5) days prior to lease start date / tenant(s) move-in date- \$50.00 fine.
 - b. Late Submittal of any one Rental Lease Documents - \$10.00 per day fine thereafter for each Rental Document form not submitted five (5) days prior to the lease start date / tenant(s) move-in date.
4. Lease and Occupancy can be terminated by the Association for unit owner failure to provide a copy of any of the Rental Lease Documents as specified in these Rules and Regulation.

Revised August 26, 2014