

HVERFORD VILLAGE

HOMEOWNERS ASSOCIATION

PREFACE

This notice is to inform you that the Declaration and By-Laws of the Haverford Village Homeowners Association of Schaumburg has been recorded in the State of Illinois. It provides that all purchasers of home, 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 thirty-two (32) homes of residents in Haverford Village Homeowners Association with a practical set of governing rules for day-to-day living at Haverford.

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 Village Homeowners Association

HVERFORD VILLAGE
HOMEOWNERS ASSOCIATION

TABLE OF CONTENTS

| | |
|--|-----------------------|
| Preface | page 1 |
| Table of Contents | pages 2 - 3 |
| Background of Haverford | page 4 |
| Enforcement of Rules and Regulations | page 5 |
| I. Definitions | pages 5 - 8 |
| A. Association | page 5 |
| B. Board and Minutes | page 5 |
| C. By-Laws | page 6 |
| D. Common Elements | page 6 |
| E. Common Expenses | page 6 |
| F. Garages | page 6 |
| G. Maintenance, Repair and Replacement of Common Elements | page 6 |
| H. Maintenance, Repair and Replacement of the Dwelling Units | page 6 |
| I. Managing Agent | page 6 |
| J. Signs | page 6 |
| K. Voting Rights | page 6 |
| II. Rules Regarding the Use, Administration and Appearance | pages 6 - 9 |
| A. Alterations & Additions | page 7 |
| B. Assessments and Collections | page 7 |
| C. Balconies and Patios | page 7 |
| D. Damage Caused By Owner | page 7 |
| E. Exterior Light Fixtures | page 7 |
| F. Feeding Wildlife | page 7 |
| G. Flag Pole Rules | page 7 |
| H. Flower Planting | page 7 |
| I. Game and Play Equipment | page 8 |
| J. Garage Sales | page 8 |
| K. Garbage and Trash | page 8 |
| L. Holiday Season Decorations | page 8 |
| M. Home Occupation | page 8 |
| N. Hose and Hose Reels | page 8 |
| O. Interior Decorating Repairs | page 8 |
| P. Landscape Watering Ordinance | page 8 |
| Q. No Unsightly Uses | page 9 |
| R. Maintenance Responsibility List | page 9 & Policy M1 |
| S. Security of Premises | page 9 |
| T. Storm Door Installation | page 9 |
| U. Noise/Disturbances | page 9 |

| | | |
|-------|---|---------------|
| III. | Rules Regarding Behavior | page 9 |
| IV. | Rules Regarding Pets | page 9 |
| V. | Unit Sales/Deposit | page 10 |
| VI. | Leases, Tenants and Non-Resident Owners | page 11 |
| VII. | Satellite Dishes | pages 11- 13 |
| VIII. | Vehicles Rules | pages 13 - 16 |

FORMS

| | | |
|------------------|---|---------------|
| Exhibit A | Architectural Change Application (2 Pages) | pages 17 & 18 |
| Exhibit B | Emergency Information Form | page 19 |
| Exhibit C | Satellite Dish Agreement | page 20 |
| Exhibit D | Witness Complaint | page 21 |
| Exhibit E | Notice of Violation | page 22 |
| Exhibit F | Notice of Determination Regarding Violation | page 23 |
| Exhibit G | Parking Violation Notice | page 24 |
| Exhibit H | Record of Vehicle Violation | page 25 |
| Map of Haverford | | page 26 |
| Policy Letters | | |

Background of Haverford Development

Haverford at Schaumburg 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 Covenants, Conditions, Easements and Restrictions and By-Laws recorded in the Office of the Recorder of Deeds of Cook County Illinois as Document No 89031677 on January 19, 1989.

As stated in Section 3.17 of the Declaration of Ownership, the Homeowners 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 reasonable fine 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 decision of the Board will be final and binding.

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

A. **Association** – The Haverford at Schaumburg Village Homeowners Association, an Illinois not-for-profit Corporation.

B. **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 Village 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 in April 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. Any member so elected or appointed will hold the office until the next annual meeting. The Board elects its own officers (president, treasurer and secretary) at the annual meeting. Board members receive no compensation for their services.

Meetings – Quarterly Board meetings are held on the third Monday January, April, July and October, as listed in a mailing to all homeowners. The meetings are open to all unit owners. 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.

- C. **By-Laws** – The By-Laws of the Association.
- D. **Common Elements** – All of the Common Property, except the Dwelling Units and fee simple lots.
- E. **Common Expenses** – The expenses of common area maintenance, administration, operations and funding adequate reserves.
- F. **Garages** - A portion of the Dwelling Unit that 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. No major car repairs on driveways are permitted.
- G. **Maintenance Repairs and Replacements of Common Elements** - Except as otherwise specifically provided in the Declaration, maintenance repair and replacement of the Common Elements shall be furnished by the Board as part of the Common Expenses.
- H. **Maintenance, Repairs and Replacements of the Dwelling Units** - Each owner shall furnish and be responsible, at his/her expense, for all the maintenance, repairs and replacements of his Dwelling Unit and the fee simple lot appurtenant to his unit, unless specified as an Association maintained item, and shall keep his/her unit in good condition and repair.
- I. **Managing Agent** - The off-site Management firm contracted by the Board of Directors to oversee the day to day management of Haverford at Schaumburg Village.
- J. **Signs** – Except as provided in Policy F-4, no “For Sale” or any other sign or form of solicitation or advertising sign or window display, shall be permitted on the Homeowner’s Property.
- K. **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.

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. 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 **\$50.00** 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. Monthly coupons are provided annually to accompany the monthly payment. See Policy #A1.

- C. **Balconies and Patios** - Residents are responsible to keep patios and balconies 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. Balconies and patios may not be used for storage, other than seasonal storage of barbecue grills, lawn chairs and other items associated with patios and balconies. Upper floor balconies must have flower boxes or pots firmly fixed if placed on railings. Owners are responsible for damage caused by objects that fall from balconies or are blown from balconies or patios. Barbecuing will be allowed on patios and balconies using a gas grill or charcoal grill with an electric starter. **ABSOLUTELY NO LIQUID CHARCOAL STARTER FUEL ALLOWED.** Balconies and 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 Common 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 two flags may be flown at a time.
- H. **Flower Planting** - Flowers must not exceed 18 inches in height. Planting is from May 1st and must be removed no later than November 1st. No vegetables 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. Two (2) 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 sports or 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 June and July (excluding 4th of July weekend). Unit owners must comply with all requirements of the Village of Schaumburg.

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 garbage collection day, garbage will be collected one day later than normal. The unit owner should remove any litter remaining on the ground after garbage pickup. 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** - Repairs to interior items damaged from exterior conditions are not covered by the Associations insurance, and are the sole responsibility of the homeowner or their Insurance coverage.

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. 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 common 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 outdoors on any part of the common elements, decks or patios. The Common 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 view glass, permanently installed door.
- 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 Homeowners 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. Homeowners, 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 household pets 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 or staked out doors at any time. No pet may be leashed to trees or shrubs. The person attending the pet shall promptly dispose of any deposit of waste by a pet on the common grounds. 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 with 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. 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. If no windows are visible from the street in front of the house, the sign may be displayed 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.

B. “For Rent” signs are not permitted at any time. See Policy # F4 for further details.

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

Leasing is permitted provided a copy of the lease is provided to the Board of Directors of the Association within 10 days of the signing of the lease and the term of the lease shall not be less than one year or more than 2 years.

The Tenants shall acknowledge in writing that they have received copies of and will abide by the Declaration, By-Laws and rules and regulations of the Association and a copy of the written receipt shall be submitted to the Board of Directors.

Any Unit being leased out in violation of these rules or any Owner found to be in violations of these rules and regulations may be subject to a flat or daily fine to be determined by the Board of Directors upon notice and an opportunity to be heard.

NOTE: The association has initiated legal actions to prohibit the leasing of Units by recording an addition to the Association's Declaration, By-Laws and rules and regulations. Once the new wording is voted on, approved, authorized by the Village Manager and recorded, this section regarding Leases will be revised by the Board and copies of the changes sent to each homeowner.

VII. Satellite Dishes

Specifications for Satellite Dishes

Board Approval is required prior to any installation of Satellite TV Dish equipment.

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 each application. Individual circumstances that 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 approval and 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. 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 not seen from the street, 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, no higher in total height than 4 feet and installed in the planting bed near the other mechanicals. Dishes may be attached to the wood balcony decks by clamping.

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. No wiring may be left exposed.

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 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.

8. 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.

9. 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).

10. 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.

11. 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 twenty-one (21) 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 that 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 Management when necessary for maintenance to 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 in any 30-day period 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 that 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 designated 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.

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

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 purposed 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

EMERGENCY INFORMATION FORM

ADDRESS OF UNIT: _____

| NAMES OF ALL RESIDENTS (FIRST & LAST NAMES) | HOME PHONE # (INCLUDE AREA CODE) | WORK PHONE # (IF APPLICABLE) |
|--|-------------------------------------|---------------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

RESIDENT STATUS (PLEASE CHECK ONE):

OWNER TENANT RELATIVE PART TIME RESIDENT OWNER

OWNER'S Name, Address, _____
 And Phone Number: _____
 (ONLY if unit is leased or owner is _____
 a Part Time Resident _____

VEHICLE INFORMATION:

| MAKE/MODEL | COLOR | YR | LICENSE NUMBER |
|------------|-------|-------|----------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

PET INFORMATION: NUMBER: _____ DESCRIPTION: _____

_____ NAMES: _____

EMERGENCY CONTACT: IN THE EVENT YOU CANNOT BE REACHED IN AN EMERGENCY, PLEASE PROVIDE THE NAME AND PHONE NUMBER OF A FRIEND OR RELATIVE NEARBY THAT WOULD HAVE KEYS TO YOUR HOME:

NAME: _____ PHONE: _____

Return to: Haverford at Schaumburg Village Neighborhood Association
 c/o American Property Management
 1251 N. Plum Grove Road, STE 140
 Schaumburg, IL 60173

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

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

Return to: Haverford at Schaumburg Village Neighborhood Association
c/o American Property Management
1251 N. Plum Grove Road, STE 140
Schaumburg, IL 60173

Email: mail@apmofil.com

Fax: 847-985-5038

Exhibit D

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 Village Board of Directors

Signature/Date

Address

Return to: Haverford at Schaumburg Village Neighborhood Association
c/o American Property Management
1251 N. Plum Grove Road, STE 140
Schaumburg, IL 60173

Email: mail@apmofil.com

Fax: 847-985-5038

Exhibit E

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 F

PARKING VIOLATION NOTICE

DATE: _____

TIME: _____

This vehicle is parked in violation of the Rules and Regulations of Haverford Village 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 Village Board of Directors

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: _____