

Four Lakes Village Master Homeowner's Association Rules and Regulations

I. INTRODUCTION

A. Descriptions of Sections of Handbook

1. Introduction – This section explains the sections of this handbook and provides definitions of terms used.
2. Policies and Procedures Regarding Enforcement of Four Lakes Village Homeowners Association Rules and Regulations – This section describes policies and procedures which are binding on all Unit Owners, Residents, their families and guests.
3. Rules and Regulations of the Four Lakes Homeowners Association – This section sets forth the Homeowners Association's jurisdiction and responsibilities.

B. Definition of Terms

1. Act – The Condominium Property Act of the State of Illinois, as amended.
2. Property – All the land, property and space comprising the Parcel and all improvements and structures erected, constructed or contained therein or thereon, including the buildings and all easements, rights and appurtenances belonging thereto and all fixtures, equipment and facilities intended for the mutual use, benefit or enjoyment of the unit owners, submitted to the provisions of the Act.
3. Planned Unit Development Site (PUD) – A tract of real estate to be developed as Four Lakes as described in the Articles of Incorporation.
4. Four Lakes Village Homeowners Association – The not-for-profit organization established in the Articles of Incorporation to administer and operate the Common Property through its Board of Directors (Master Board).
5. Condominium Association – One of 7 Condominium Associations and two rental communities, administered by a Board of Directors, which make up the Four Lakes Village Homeowners Association.
6. Unit – A part of an individual condominium, including one or more rooms and occupying one or more floors or a part or parts thereof, designed and intended for independent use and having lawful access to a public way.
7. Person – A natural individual, corporation, trust or other entity capable of holding title of real property.
8. Unit Owner – The person or persons whose estates or interests, individually or collectively, aggregate fee simple absolute ownership of a Unit.

9. Condominium Association – Each Unit has a vote equal to the unit's respective percentage of ownership interest in the common elements of the respective Condominium Association.
10. Resident – An individual, who may or may not be a Unit Owner, who resides in a Unit in Four Lakes Village.
11. Common Property – All portions of the Property within Four Lakes Village not within a Condominium Association.
12. Common Elements – All portions of the Property within the Condominium Association except the unit.
13. Limited or Exclusive Use Common Element – Applies to decks, patios, balconies, garages and areas enclosed by a fence (courtyard).
14. Common Expense or Assessment – Any amount which the Condominium/Master Board may assess or levy against a Unit Owner, either individually or collectively, including regular monthly assessments, special assessments, and charges or expenses or other assessments which are levied pursuant to the Condominium/Association Instruments.
15. Managing Agent or Community Manager – The person or entity which has been employed or engaged by the Homeowners Association's to manage the day-to-day administration of the Property in the manner directed by the Master Board.
16. Landscaping – Landscaping maintenance will be provided for all Common Property. This encompasses all trees, plant growth, flowers and grass in all common areas including the natural habitat areas.

II. POLICIES AND PROCEDURES REGARDING ENFORCEMENT OF FOUR LAKES VILLAGE HOMEOWNER'S ASSOCIATION RULES AND REGULATIONS

While we encourage neighbors to attempt to resolve their differences amicably between themselves, if an Owner and/or Resident wish to file a complaint concerning a violation of these Rules and Regulations, the following procedures are to be followed. Note that any person filing a complaint must be willing to be identified as the complainant and to cooperate with the Board in processing of the complaint.

A. Association Assessments

Monthly assessments due from Individual Condominium Associations to Four Lakes Village Homeowner's Association are due on the 1st of every month. A \$10.00 late fee will be imposed on each unit owner of any association who has not paid the assessment by the 10th of the month.

B. Complaints

Any complaint which alleges a violation of the Homeowner's Association Rules shall be made in writing and sent to the Management Office at 5750 Lakeside Drive, Lisle, IL 60532, and shall contain substantially the same information as that set forth in the Witness Statement. At a minimum, the complaint shall set forth:

1. The name, address and phone number of the complaining witness.
2. The Unit Owner's and/or Resident's name, Unit number or address of the Unit where the person complained of resides.
3. The specific details or description of the violation, including the date, time and location where the violation occurred.
4. A statement by the complaining witness that he or she will cooperate in the enforcement procedures and may provide testimony at any proceedings or hearings which may be necessary.
5. The signature of the complaining witness and the date on which the complaint is made.

C. Notification

When a complaint is made pursuant to the above, the Unit Owner shall be notified of the alleged violation by the Association or its duly authorized agents. If the complaint is based on conduct of the Unit Owner's tenant, the tenant shall also be notified of the alleged violation. The notification shall be in a manner prescribed by the Board.

D. Hearings

If any Unit Owner and/or Resident charged with a violation either believes that no violation has occurred or that he has been wrongfully or unjustly charged hereunder, the Unit Owner must proceed as follows:

1. Within twenty-one days after the Notice of Violation has been served on the Unit Owner and/or Resident pursuant to the provisions herein, the Unit Owner and/or Resident must submit, in writing, a request for a hearing concerning the violation. A hearing may be requested by completing the Request for a Hearing form.
2. If a request for a hearing is timely filed, a hearing on the complaint shall be held before Homeowner's Association Board or its appointed Panel of Inquiry. The Panel of Inquiry shall not include any persons presenting evidence in the hearing. The hearing shall be conducted no later than twenty-one days after receipt of the request for hearing. A Unit Owner and/or Resident may request an expedited hearing. Such hearing shall be conducted no later than 10 days after delivery of the request for hearing.

3. At any such hearing, the applicable Board meeting as a Panel of inquiry shall hear and consider arguments, evidence or statements regarding the alleged violation, first from any person or persons having direct knowledge of the alleged violation and then from the alleged violator and any witnesses on his behalf. Following a hearing and due consideration, the Panel of Inquiry shall issue its determination regarding the alleged violation. The decision of the Panel of Inquiry shall be final and binding on the Unit Owner and/or Resident and the Association. The Association's and Unit Owner's and/or Resident's attorneys may be present and participate in the hearing. The hearing need not be conducted in conformity with judicial rules of procedure or evidence. A record shall be kept which identifies all persons participating in the hearing. Upon request of the Unit Owner and/or Resident, one continuance will be granted for a period of not longer than 7 days for good cause shown. The Panel of Inquiry may also reschedule the hearing to accommodate the scheduling needs of its members.
4. Payment of any assessments, charges, costs or expenses made pursuant to the provisions contained herein shall not become due and owing until the Panel of Inquiry has completed its determination. Notification of the Panel of Inquiry's determination shall be made in writing.

E. No Hearing Requested

If no request for a hearing is filed within twenty-one days, a hearing will be considered waived, the allegations in the Notice of Violation shall be deemed admitted by default, and appropriate sanctions shall be imposed. The Unit Owner and/or Resident shall be notified by the Homeowner's Association of any such determination using the same form and in the same manner as if a hearing had actually be conducted by a Panel of Inquiry.

F. Actions to be Taken

If a Unit Owner and/or Resident is found to have violated personally or is otherwise liable for a violation of any of the provisions of the Homeowner's, the following shall occur:

1. If found to be guilty of a first violation of a given provision of the Homeowner's Association Rules, the Unit Owner and/or Resident shall be notified of the finding by the Homeowner's Association or its duly authorized agents that a first violation has occurred. The first violation, at the discretion of the Board, may be considered a warning that, if any further violations occur, a fine for the violation will be imposed. In the alternative, the Board may elect to assess a fine after considering factors such as the length of time the regulation has been in effect, the length of time the violator has owned a Unit or resided on the Property, whether the violation was committed by the Unit Owner and/or Resident, and if not, the extent of control the Unit Owner and/or Resident had or should have had over the violator's conduct, the severity of the violation and other appropriate factors. In addition, any legal expenses incurred at the Homeowner's Association's expense may be imposed.
2. If found to be guilty of a second or continuing violation of the same provision of the Homeowner's Association Rules, the Unit Owner and/or Resident shall be notified of the finding by the Homeowner's Association or its duly authorized agents. The Unit Owner shall also be assessed a fine.

3. Where a fine is imposed, unless expressly provided in another Section of these Rules and Regulations, it shall be in the amount TO BE DETERMINED for single incidents of violation.
4. Level of Fines:
 - a. Level A: Minor infraction of stated rules, i.e., Noise Disturbance, Leash Law, Parking, Speeding violation.

i. First Violation	\$ 50.00
ii. Second Violation	\$ 75.00
iii. Third Violation	\$100.00
 - b. Level B: Major infraction of stated rules, i.e., Property Damage to Common Area, Escalated Noise Disturbance and Personal injury caused by Homeowner, Guest or Pet.

i. First Violation	\$100.00
ii. Second Violation	\$250.00
iii. Third Violation	\$500.00
5. If found to be guilty of any violation, including a first violation, the notice of determination may also require the Unit Owner and/or Resident to pay for any damage or any unauthorized condition on the Property for which the Unit Owner and/or Resident has been found responsible, to pay the costs of any repairs which have previously been made or will be made by Homeowner's Association or to pay any legal expenses and costs incurred by the Homeowner's Association as a result of the violation. Any damage to the Common Property or Common Elements which has been repaired by the Unit Owner and/or Resident must be inspected by the Board's representative to verify that the repair has been properly done. The cost of such inspection and any necessary repairs shall be assessed to the Unit Owner and/or Resident as part of his share of the Common Expenses.

G. Collection of Charges

Any Unit Owner and/or Resident assessed hereunder shall pay any charges imposed within thirty days of notification that such charges are due. Failure to make the payment on time shall subject the Unit Owner and/or Resident to all of the legal or equitable remedies necessary for the collection thereof. All charges imposed hereunder shall be added to the Unit Owner's and/or Resident's account and shall be collectible as a Common Expense in the same manner as any regular or special assessment against the Unit.

H. Delivery of Notices

Time is of the essence for this policy. Notices are deemed served either:

1. At the time of delivery if a personal delivery; or
2. On the second business day after deposit in the United States Mail, provided that the notice has been sent via certified mail – return receipt requested, postage prepaid, to the Unit Owner and/or Resident at the Unit address (or to such other address if applicable) and further provided that either the return receipt has been signed and returned or that the notice sent by regular mail has not been returned to the Homeowner's Association undelivered. For Units held in trust, the notices may be sent either to the address of the trustee or to such address as has been provided to Homeowner's Association by the trustee or the beneficial owner of the trust.

I. Other Actions

The remedies hereunder are not exclusive, and the Board may take any action provided at law, in equity, or in the Homeowner's Association Instruments to prevent or eliminate violations thereof or of these Rules and Regulations.

III. RULES AND REGULATIONS OF FOUR LAKES VILLAGE HOMEOWNER'S ASSOCIATION**A. Recreation Areas**

For recreational activities, weekend is defined as meaning Saturday and Sunday only.

Glass containers of any type are not permitted at the outdoor pool areas, boat house, bike and nature trails, or any recreation area.

Disorderly conduct in any recreational area will not be tolerated. Individuals reported for such behavior and not removing themselves in an orderly manner will be reported to DuPage County Sheriff's Department for appropriate action.

1. Recreation Center

The Recreation Center is a multi-purpose building housing diverse recreational activities as well as the Management Office. The hours of operation are posted at the Recreation Center.

2. Private Parties

Homeowners may have a private party or sponsor private parties and they must be in attendance with their guests throughout the party.

3. Rental of Facilities

RENTAL SCHEDULES ARE MAINTAINED AT THE MANAGEMENT OFFICE AND REVIEWED PERIODICALLY. FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

All private and sponsored parties must be scheduled by the Management Office. Applications are available at the Management Office. Security deposits and rental charges will be required for private parties for the following:

- 1) West Room
- 2) Annex
- 3) Box Office
- 4) Grounds Area

Contracts Rules*

*Attachments A & B

Determination of Rates for Facility Rental **

**Call Management Office for rates related to Four Lakes Village

4. Smoking

Smoking is prohibited inside the Recreation Center.

5. Swimming Pools

The following Rules and Regulations are for the protection and benefit of all to assure safe and sanitary operation of the pool facilities. Four Lakes follows all DuPage and State of Illinois Laws, Rules and Regulations. (Attachment C)

- a. All residents are required to show their own personal Identification Card to the pool monitor on duty prior to using pool facilities. Additional Guest Passes are available and may be obtained from each Association's Management Company. The number of passes is to be determined by the individual Association's Board of Directors.
- b. Parents are responsible for their children at all times. Parents must instruct their children to observe all Rules and Regulations and to respect and obey instructions from pool attendants and supervisory employees.
- c. In accordance with Illinois Department of Public Health, Statute Section No. 820.300, "Persons under the age of 16 must be accompanied by a parent, guardian or other responsible person at least 16 years of age."
- d. Pool Attendants shall have authority to eject anyone from the pool for rules violations. Swimming shall be at the swimmer's risk.
- e. All swimmers must take a soap shower before entering the pools and after the use of suntan oils and lotions before entering the pools.
- f. Anyone having an infectious disease, excessive sunburn, open sore, or bandage shall not enter the pools.
- g. All swimmers shall wear swim suits (no cut-offs or other apparel). Street shoes shall not be worn in the pool areas.
- h. All children who are not toilet-trained shall wear tight-fitting

rubber or plastic pants (in accordance with the Illinois Department of Public Health). They must be accompanied by an adult.

- i. Running, horseplay, or throwing of any articles is not permitted in the pool areas.
 - j. Floatation devices or tubes may be used in pools. Children's personal safety floatation devices may be used at the discretion of the parents, with the supervision of an adult.
 - k. Diving is not allowed.
 - l. Smoking, food, drinks (including alcoholic beverages) and electrical appliances are not permitted in the pool or pool deck (concrete/wood areas). Food, beverages and smoking are permitted in designated areas only.
 - m. Only battery-operated radios with earphones are permitted in the pool areas.
 - n. Sunbathers must use towels to protect furniture from suntan oils and lotions.
 - o. Residents are limited to four guests per unit that may accompany them to the pool at any one time. Residents must have their I.D. card with them and must stay with their guests the entire time.
6. Locker Rooms/Shower Rooms
- A limited number of lockers are available for Residents and their guests. They are not to be locked except while using the facility. Users are to supply their own locks. Personal belongings and locks left overnight shall be removed by the management and unclaimed items will be disposed of after six weeks.
7. Boat House
- Sailboats and rowboats are registered with the State of Illinois and all laws of the State of Illinois pertain.

a. Boating Rules

- (1) Only persons 16 years of age and older shall be permitted to use any boat.
- (2) Identification cards must be presented to the attendant every time a boat is checked out.
- (3) Each boater assumes responsibility for any accompanying minor or guest when using any boats. All guests must be accompanied by a Resident when using boats.

- (4) Only boats owned by the Homeowners Association will be permitted on the lake. Boats are available for use only when the Boat House is open.
- (5) Boats shall not be landed, beached or tied up other than at the Boat House. Each person in a boat will be provided with a U.S. Coast Guard-approved life vest. Life vest must remain in full view.
 - (a) Users of boats are responsible for returning boats to the Boat House. Return oars and life jackets to the location where they were picked up.
 - (b) Residents are not to litter the lake, ponds and natural areas. Please pick up any litter.
- (6) Alcoholic beverages are not permitted in any marine craft.
- (7) Intentional tipping, ramming or other misuse of boats will not be tolerated.
- (8) Boat House attendants shall have the authority to enforce these and other such rules as may be established by the Master Board. When, in the judgment of the attendant, an individual or individuals may be a hazard to themselves or others due to unacceptable behavior, such as excessive alcoholic intake, the attendant will refuse to allow such individuals to check out any boat.
- (9) Swimming from boats is not permitted.
- (10) Use of sailboats is limited to Residents who have passed the qualification test established by the Sailing Association. Safety rules require that only two (2) people will be allowed in a sailboat at one time.
- (11) Red Cross and DuPage County Public Health rules apply.
- (12) The Boat House attendant has the authority to remove anyone from the beach and boating area for rule violations.

8. Fishing

Fishing is permitted in all Lakes within the boundary of Four Lakes Village.

a. Fishing Rules

- (1.) All laws of the State of Illinois pertain to anyone fishing in Four Lakes Village.. Individuals 16 years of age and older need a State of Illinois fishing license. Anglers under 16 years of age, and persons declared legally disabled or blind, may fish without a license.

- (2.) All largemouth bass and northern pike are to be released regardless of size. There are no creel or length limits on pan fish. FL encourages the taking of pan fish.
- (3.) The use of minnows and/or leeches as bait is not permitted.
- (4.) Fishing gear is limited to two hand-held fishing rods per person.
- (5.) Ice fishing is prohibited.

9. Lakes, Ponds and Natural Areas

- a. Swimming is not permitted in any Lake.
- b. Ice skating is not permitted on any lake.
- c. Natural marsh areas can be dangerous and should be avoided.
- d. Residents are not to litter the lakes, ponds and natural areas. Please pick up any litter.

10. Tennis Courts

Tennis courts are open daily dawn to dusk during the tennis season. In absence of a reservation system, please follow the procedure outlined below:

- a. When others are waiting to play, limit playing time to one hour.
- b. Food and drinks, except for water, shall not be consumed on the courts.
- c. The tennis courts shall not be used for any activity other than tennis.
- d. Tennis attire must include shirts and tennis shoes.

11. Volleyball Courts

These facilities are provided for the use of the Residents and their guests. After using the facilities, the users are to clean up all debris.

12. Outdoor Areas

- a. The outdoor recreation facilities are for Residents and guests only. Guests are to be accompanied by the Resident host.
- b. Parties are limited in size and need to be approved by the Management Office.
- c. Barbecuing is permitted in designated areas only.
- d. Parking shall be in designated areas only. No overnight parking is permitted in outdoor recreational areas.
- e. Overnight camping is not permitted.
- f. Motorized vehicles other than authorized employee/maintenance vehicles may not be used in these areas.

- g. No archery or golf practice, or any other activity considered dangerous or damaging to the facilities or grounds or surrounding occupied Units and their occupants will be permitted
- 13. Naturalized /Grassy Areas
 - a. Naturalized areas will be managed and maintained by FLVHOA. Only plantings from the approved list, "Native Plants for Naturalizing", will be permitted in naturalized areas. The use of fertilizer is not permitted in the naturalized areas.
 - b. FLHOA requires annual patching and or seeding to be done for all grassy areas whether it is within the Common Element of each Association or the Common Property of FLH

B. Four Lakes Village Homeowner's Ordinances

- 1. Signage
 - a. No signs for any purpose are permitted on any building, vehicle, Common Element or Common Property except for signs approved by FLHOA.
- 2. Noise Disturbance/Offensive Activities
 - a. No unlawful, immoral, obnoxious or offensive activities shall be engaged in anywhere on the Common Element or Common Property, nor shall anything be done thereon which shall constitute a nuisance, or which shall be, in the judgment of the Board a cause of unreasonable noise or disturbance to others.
 - b. The noise ordinance shall be in effect but not limited to Weekdays 9:00 p.m. to 8:a.m.; Friday, Saturday, Sunday 10:00 p.m. to 8:00 a.m.
 - c, No behavior which causes damage to the environment or harm to the natural wildlife will be tolerated.
- 3. Pets
 - a. All Pets much have a valid registration with DuPage County.
 - b. At all times pets shall be kept under control on a leash and shall not be a nuisance to other residents. There is a leash law in DuPage County.
 - c. Pets shall not be allowed to run loose in the Common Property. They shall be leashed when walked to protect the landscaping and privacy. Pets shall not be tied up or left unattended.
 - d. Residents who have received a warning letter involving a pet and who continue to disregard the Rules will be subject to a fine. Three violations will require an appearance before the Board of Directors.

- e. An owner is responsible for the actions of pets of anyone residing in or visiting his unit and the costs of repairing any damage caused by a pet shall be charged to the Unit Owner responsible.

4. Motor Vehicle Regulations

- a. All motor driven vehicles in use on Four Lakes Village's streets shall be properly licensed and driven by licensed drivers.
- b. All vehicles (including bicycles) must observe all speed and traffic regulations.
- c. Vehicles with abnormally loud exhaust systems, such as motorcycles, shall be driven in such a manner as to not disturb others.
- d. No recreation and commercial vehicles, trailers, campers, boats and trucks of any kind shall be parked on streets or Common Property at any time. Recreational vehicles shall be defined as any vehicle bearing a valid recreational license plate. Vehicles with passenger license plates, but too large to fit into a parking space are also defined as recreational vehicles. The sole exception shall be commercial vehicles temporarily parked by trade's people serving residential needs as determined by the Management Office. All offending vehicles or boats will be ticketed.
- e. Permitted Vehicles: Not commercial automobiles and vans with standard suspensions and configurations of a size which fits one parking space and is licensed as a passenger vehicle.
- f. Non Permitted Vehicles: All vehicles other than those defined above as Permitted Vehicles.
- g. Minibikes, trail bikes, snowmobiles and other non-licensed motorized vehicles are not to be driven, parked or stored within Four Lakes Village. Bicycles are to be ridden on the roads and nature paths, not on the grass.
- h. Abandoned Vehicles: Any vehicle which is wrecked, burned, partially dismantled or in a state of disrepair rendering it incapable of being driven in its present condition will be ticketed. Any vehicle which is parked in Common Property parking which has not been used or moved for at least three consecutive days will also be ticketed unless approved in advance by the Management Office.

5. Parking

- a. Parking is allowed in designated spots only.
- b. To accommodate guests, where the spaces provided are not adequate, street parking is not permitted.
- c. Everyone is expected to observe "No Parking" signs.
- d. Overnight parking is not allowed on streets. Guests arriving in trucks or cars may be parked at the Lodge if space is available, and if it is approved by the Management Office, for a time no longer than 48 hours, including two nights, in any 30-consecutive-day period, after which time they must be removed from Four Lakes Village.
- e. Guests are not allowed to live in Recreational vehicles.
- f. There will be no parking on the grass.