

**VILLAS OF WEDGEWOOD
TOWNHOUSE ASSOCIATION**

**HANDBOOK
OF
INFORMATION
ADMINISTRATION
RULES AND REGULATIONS**

Table of Contents

- Article I 2
 - Administration 2
 - A. Board of Directors 2
 - B. Board Meetings 2
 - C. Annual Meeting 2
 - D. Insurance 2
 - E. Sale of Villas 2
- Article II 3
 - Association Responsibilities 3
- Article III 3
 - Owners Responsibilities 3
- Article IV 3
 - Rules Enforcement 3
 - A. Complaints 3
 - B. Enforcement of Rules 4
 - C. Fines 5
- Article V 5
 - General Rules 5
 - A. Parking 5
 - B. Garage/Yard/Estate Sales 6
 - C. Assessments 6
 - D. General Appearance 6
 - E. Landscaping 7
 - F. Snow Removal 8
 - G. Pets 8
 - H. Storage 9
 - I. Trash/Refuse 9
 - J. Antennas/Satellite Dishes 9
 - K. Architectural / Exterior 11
 - L. Construction and Design Changes/improvements 11

M. Exterior Restrictions	11
N. Exterior Maintenance & Painting.....	11
O. Roofs	11
P. Driveways.....	12
Q. Gutters	12
R. Chimneys and Brick Surfaces	12
S. Streetlights	13
T. Mailboxes	13
U. Rental/Leasing of Villa.....	13
V. Non-Resident/Vacationing Owner	14
Appendix Forms	15
(see also vwta.org/documents)	15
1. ARC Form	15
2. General Unit Owner Complaint Form	15
3. Ombudsperson Policy and Forms	15
4. Resident Contact Form	15
5. Hold Harmless Agreement for Satellite Dishes	15

Villas of Wedgewood Townhouse Association

Introduction

A Declaration of Covenants, a legal document that is binding for all property owners, residents and guests, governs the Villas of Wedgewood Townhouse Association. The Declaration provides for a homeowner's association with by-laws and an elected board of directors that is empowered to act on matters of policy, rules, regulations, and other issues.

The purpose of this handbook is to specify those policies, rules and regulations that affect the day-to-day living within the Villas of Wedgewood. The Association's board has formulated them and they will continue to change in response to conditions and issues both outside and within our neighborhood. These rules and regulations, along with the Declaration and the by-laws of the Association, define the standards of our community and the procedures required by law for operating the Association, and are binding on all owners, residents, and guests.

Villa owners are responsible for compliance with the rules and regulations, for advising guests of these rules and regulations, and for the actions of their guests. In fairness to all residents, the Association must enforce these rules and regulations consistently. Violations will result in appropriate action being taken by the Board in accordance with its powers and responsibilities on behalf of the entire Villas of Wedgewood Townhouse Association.

Villa residents who wish to contact the Board, may do so in writing. Correspondence should be mailed to:

Villas of Wedgewood Townhouse Association
P.O. Box 1657
Crystal Lake, IL 60039-1657

Article I

Administration

A. Board of Directors

The Board is composed of not less than three (3), or more than five (5) people elected at large by the membership. They serve for a term of two years. Each year, not less than two Board members rotate off the Board.

B. Board Meetings

The Board generally meets once every other month. The exact date, location, and the time of each meeting are available from a Board member, on the website, (vwta.org) and published in the "Villas" newsletter. Time is provided at each meeting for homeowners to address the Board. Requests to speak to the Board or to have written documents considered should be placed on the agenda one week before the meeting date by informing the Board President.

C. Annual Meeting

The annual meeting is held in February. Owners are notified in advance of this meeting. Ballots will be mailed to owners in January. It is very important that owners attend this meeting in person or by proxy. At the annual meeting board members are elected, past year activities are reported, and officers are appointed. Time is allotted for open discussion and airing of homeowner concerns.

D. Insurance

Homeowners are required to maintain insurance on their unit at all times. Dwelling coverage (type H03) at full market value is required, with the "Villas of Wedgewood Townhouse Association" named as an additional interest in the residence on the policy. Owners will be asked by The Board to show evidence of insurance annually that indicates the amount of coverage. Most carriers will supply a dated "Certificate of Insurance" for this purpose. Homeowner's are requested to provide acceptable evidence of insurance within the requested due date. The Board wishes to point out that it is prohibited in interfering with any homeowner's insurance claim that does not directly impact the Association

E. Sale of Villas

Within seven (7) days of a contract for the sale of a Unit, the applicable owner shall give written notice thereof to the Villas Board, stating the nature of the sale including the name, address, and telephone number of the prospective owner.

Article II

Association Responsibilities

• Roof Replacement (see "Roofs")	Page 11
• Exterior painting (see "Exterior Maintenance & Painting")	11
• Driveway replacement (see "Driveways")	12
• Gutter and Downspout replacement (see "Gutters")	12
• Snow removal (see "Snow Removal")	8
• Landscaping (see "Landscaping")	7
• Streetlights on private property (see "Streetlights")	13
• Tuckpointing (see "Chimney & Brick Surfaces")	12
• Wood Siding (see "Exterior Maintenance & Painting")	11

Article III

Owners Responsibilities

• Homeowners Insurance (see "Insurance")	2
• Building structural elements (e.g., foundations, walls, support members, roof structure, etc.)	
• All interior elements	
• Mailboxes, including repair, maintenance & replacement (see "Mailboxes")	13
• Gutter and downspout cleaning, maintenance (see "Gutters")	12
• All exterior maintenance & repairs (see "Exterior Maintenance & Painting")	11
including first coat of paint on repairs, brick, windows, entry and sliding doors, garage doors, skylights, chimney, stoop, garage entry pads, patios, decks, exterior lighting, house numbers and utility services to and within the unit	
• Landscaping, including watering (see "Landscaping")	7
• Chimney and Chimney Cap (see "Chimney & Brick Surfaces")	12

Article IV

Rules Enforcement

A. Complaints

1. For Violations of the Association's Declaration and Rules: It is hoped that neighbors will resolve problems among themselves, though there are times when it might be best to let the Board handle an issue. Therefore, residents may use the "General Unit Owner Complaint" form. The Board will make every effort to handle these with dispatch and discretion.

2. Ombudsperson Policy and Complaints: see vwta.org/documents for Policy and Forms. The attached Ombudsperson Policy is required by Illinois law and is of limited purpose. The Ombudsperson Policy is the mechanism whereby a unit owner may file a complaint to resolve a dispute between that unit owner and the Association that involves a violation by the Board or the Association of the Declaration or the law. In other words, owners may file a complaint under the Ombudsperson Policy to contest some action of the Board or the Association which they believe is improper. Please be aware that the Ombudsperson Policy is NOT for the purpose of filing complaints about other owners, violations of the Declaration, nor to contest the payment of assessments or disputes for which there is a pending complaint in any court.

B. Enforcement of Rules

1. In accordance with Illinois law, if someone is believed to be in violation of any of the provisions of the Declaration and By-Laws or Rules and Regulations, a signed, written complaint must be submitted by an Owner, a resident or a member of the Board of Directors. Owners are responsible for the conduct of all residents and guests occupying or visiting their unit.

2. The person charged with the violation will be given written notice of the complaint, informing him of the alleged violation and (1) will be given a warning not to repeat the conduct alleged or (2) of a time and place where the Board of Directors will conduct a hearing to review the complaint.

3. At the hearing, they will have the opportunity to present a defense and respond to accusations. All hearings will proceed with or without the presence of the accused Owner, so long as notice has been sent in advance. The findings of the hearing will be submitted to the Board of Directors, for disposition at its next regularly scheduled meeting.

4. The hearing will proceed based upon witness complaints and/or witness testimony. The Board/Committee will weigh all evidence prior to rendering a finding. All hearings shall be closed.

5. If any resident is found guilty of a violation, the Board will notify the guilty party in writing and a fine may be charged as indicated below, including daily fines if applicable, to the assessment account of the Owner of the unit in which the guilty person resides and collected with the assessments.

6. In the event of any violation of the Rules and Regulations, Declaration or By-Laws of the Association, the Board reserves the right to pursue any and all legal remedies to compel enforcement, legal and equitable. Any and all costs

and attorneys' fees shall be assessed back to the account of the offending Owner at the time they are incurred.

C. Fines

The fine for all rules violations is \$100 per occurrence plus \$100 per month for each month the violation continues to exist (except for assessment due dates and Certificate of Insurance violations as defined in the Administration Section of this Handbook). Any costs incurred in the collection of fees, charges, or fines will be billed to the owner/resident. The Board shall also have the authority to assess a daily fine for violations of a continuing nature in the amount of \$20 per day for each day that the violation remains uncured. In the event the Owner has been fined for the same continuing violation within the last year, the Board shall have the authority to assess a daily fine of \$30 per day for each day that the violation remains uncured.

Article V

General Rules

All covenants, restrictions, and rules contained in the Declaration of Covenants, Conditions and Restrictions for the Villas of Wedgewood Townhouse Association are incorporated as part of these rules and regulations and any violation thereof constitutes a violation of these rules and regulations and is subject to the enforcement policies and procedures set forth in these rules and regulations.

A. Parking

For safety, appearance and passage of emergency vehicles, contract maintenance equipment, and other large trade/service vehicles and for ease of access to visitors parking, restrictions are a necessity.

- Every unit has space to park four vehicles - two in the garage and two in the driveway. For extended overnight parking in the parking pads, prior arrangements must be made through the Wedgewood Association's (Master Board) Property Management Company.
- Vehicle parking is limited to driveways and the paved parking pads only.
- Parking on lawns or obstructing mailbox access, driveway entrances or the sidewalk is not permitted.
- Our parking pads have space for multiple vehicles. These areas are for guest temporary parking.

- Commercial-licensed and recreational vehicles, boats, buses, trailers, snowmobiles, motorcycles, must be kept inside garages (this limitation does not apply to trade vehicles serving residences). None of the above may be parked on the driveway overnight.
- Unlicensed, or inoperable vehicles are to be parked in garages only.
- Improperly parked or unauthorized vehicles will be warned with a written violation or verbal notice. Further disregard for the parking regulations will result in a fine and/or the vehicle being towed at the owner's expense.

B. Garage/Yard/Estate Sales

Garage and yard sales are permitted only when sponsored by the Wedgewood Association (Master Board). The City of Crystal Lake requires the resident to obtain a permit from the Police department. The Association will advise the hours of the Garage/Yard sale, and the manner in which the residence is identified as one participating in the "Sale". All signs and other means to identify the participating residence must be removed immediately after the conclusion of the "Sale". Estate sales may be conducted but must be "by appointment only."

C. Assessments

Each December owners receive an Invoice for the coming year assessment. Payment (including any special charges or fees) is due annually or quarterly (homeowner's choice) payable to the "Villas of Wedgewood Townhouse Association". Assessments are considered paid on the day they are received, There is a late charge of \$100 for payments received after the due date noted on the invoice. Related costs associated with any check written to the Association that is returned for any reason will be billed to the owners account. Association By-laws provide measures to collect accounts delinquent beyond 30 days.

D. General Appearance

1. The Association is responsible for repair and replacement of roofs, gutters, downspouts, driveways, sidewalks from front door to driveway, wood siding, exterior painting (except any deck floor), and tuckpointing (except chimneys). The owner is responsible for such items as, but not limited to: screens, doors and glass surfaces, air conditioning and heating equipment, patios, rear walks and the remainder of their Lot and any improvements thereon to the extent it is not the responsibility of the Association.
2. The Association shall be responsible for painting all privacy fences.

3. When not in actual use, personal items such as cooking grills, garden hoses, bicycles, toys, play and sports equipment, are not to be left on lawns, sidewalks, driveways, walkways, or front entries.
4. Firewood, if stored outside, may only be stored on the rear deck or patio. It is recommended that the wood be stored on the patio. If stored on the upper deck, the stacking may not be higher than the deck railing.
5. Outdoor decorative items such as wind chimes yard statuary, lawn ornaments, theme flags, and banners if not properly displayed may detract from the overall appearance of the neighborhood. The Association will address such situations individually, if they become an issue.
6. If a unit's exterior is not properly maintained, upon notification the Association has the right to contract for the needed work, which will be billed to the owner along with related administrative costs.

E. Landscaping

1. The Villas Association (VWTA) contracts for routine landscape maintenance on Villa property, excluding the common areas of the Wedgewood neighborhood, which is the responsibility of the Master Association. VWTA responsibilities include lawn mowing, fertilizing, seasonal weed control, leaf removal of all Villa property, and pruning shrubs (front only). Routine weed maintenance and tree or shrub replacement is the homeowner's responsibility.
2. Plants or planters may not impede lawn mowing - landscape workers must have clear access to all yard areas.
3. Vegetable gardens are restricted to the rear of member's property and subject to prior written approval from the "Architectural Review Committee". No planting may be done on "Common Grounds" without approval from the master homeowners association, Wedgewood Association, Inc.
4. All landscaping improvements require prior approval from the Architectural Review Committee (ARC), Villas of Wedgewood Townhouse Association. Submit three copies of the "Architectural Review Request" from (found on vwta.org/ARC info & forms) to the ARC committee. This would include any significant changes from the existing property or common area landscaping, as well as changes in tree or shrub species.

5. Trees and shrubs that have died may be replaced without Board approval provided "like kind" plantings are maintained.

6. Owners are responsible for watering their lawns, trees, and shrubs in keeping with the City of Crystal Lake watering regulations. When plant material must be replaced, it is the homeowners responsibility. If the exterior plantings are not properly maintained consistent with the neighborhood, upon notification the Association has the right to contract for the work, which will be billed to the owner.

7. Residents are encouraged to water the planting in "common areas" next to their units. Since these areas rely totally on the moisture from "Mother Nature" an assist from the residents will aid in keeping these plantings healthy.

F. Snow Removal

1. Snow is removed from the driveways, and front sidewalk following an accumulation of greater than one (1) inch.

2. Residents are responsible for shoveling snow from decks and patio areas if they wish them cleared. Residents are also responsible for snow removal of an area where a vehicle was parked and prevented snow removal by the contractor.

3. Hauling snow away from the neighborhood is very expensive — therefore most open areas in front yards will be used to hold snow removed from streets and driveways. In the event of unusually heavy snowfall, sidewalks may also be used as holding areas.

G. Pets

1. Pet owners are subject to the rules of our Association and the pet laws of the City of Crystal Lake, and McHenry County.

2. Dogs and cats must be leashed when outdoors and should not be left unattended. They must never be allowed to roam the neighborhood.

3. Feces deposited anywhere outdoors within the confines of Wedgewood must be picked up immediately.

4. Owners are responsible for damage caused by their pets to individual properties or common areas. Any costs incurred by the Association for the repair or restoration of the property that is the result of an owner's pets will be charged back to the responsible pet owner.

5. The Association will pursue removal of pets deemed to be a nuisance or causing unreasonable disturbance, including but not limited to, excessive barking inside or out of the villa.

H. Storage

Decks and patios are intended for outdoor living. The Covenants prohibit storage of boats, canoes, paddleboats and other personal property there upon without prior approval from the Villas Board of Directors.

I. Trash/Refuse

1. Garbage, recyclables, trash, refuse, may be placed outside no earlier than 7:00 P.M. on the evening prior to pick-up. Empty containers must be replaced inside the garage by 7:00 P.M. the day of pick-up (City of Crystal Lake City Code, Chapter 334, Section 334-4). Vacationing homeowners should make arrangements with a neighbor to take care of their refuse/recyclables on the pick-up day.

2. Large items (furniture, appliances, water heaters, rolls of carpeting, etc.) must be taken out no earlier than 7:00 P.M. the evening prior to pick-up. Arrangements with the scavenger service must be made for prompt pick-up. Items may not set at the curb for days waiting for a pick-up. If you are unable to move large items to the curb on the pick-up day, please ask a neighbor for assistance.

3. Any expense incurred by the Association in removing inappropriately placed trash or in cleaning up trash that has been allowed to spill or windblown will be billed to the homeowner.

J. Antennas/Satellite Dishes

1. Television antennas, radio receiver, and satellite dishes larger than one (1) meter in diameter are prohibited on the property.

2. Any owner interested in installing a satellite dish one (1) meter or less in diameter must notify the Board and obtain instructions for installation within seven (7) days prior the date of installation.

3. Satellite dishes may only be installed on portions of Property within the Owner's exclusive use or control and the rear of the home such that it is not visible from the street. Any owner who is unable to receive the necessary signal should contact the Board for an alternate location.

4. To protect the health, safety and welfare of the residents, all satellite dishes must be professionally installed by a contractor. The contractor must provide proof that he is insured and licensed prior to commencing work. 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 shall be responsible for all maintenance of the dish. If additional cost is required to maintain any portion of property on which the dish is installed, the Board may assess this cost back to the Owner. If it is necessary for the Association to remove the satellite dish to perform maintenance, the owner will be advised accordingly. Failure to keep the satellite dish in good repair, may result in the removal of the dish at the owners' expense.
7. The Owner hereby indemnifies and holds harmless the Board of Directors, the Association, directors, officers, 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 attached Hold Harmless Agreement (found on vwta.org/documents).
8. Upon transference of the ownership or occupancy of the dwelling, 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 run with the land and shall pass to any successor in interest. If the transferee is unwilling to assume the responsibilities set forth herein, and execute a new Hold Harmless Agreement, the dish must be removed prior to conveyance.
9. Satellite dishes must be installed in a place least visible from the street or by neighbors and painted to match the background, or otherwise effectively disguised.
10. The satellite dish and any apparatus pertaining to it may not encroach on any property not within the owner's exclusive use or control, including common area.

K. Architectural / Exterior

No exterior changes, additions, and/or alterations to a unit or adjacent yard area may be made without the prior written approval of the Board. Requests for such work must be submitted in writing to the Board, including material specifications and sketches, if applicable, along with three copies of a completed "Architectural Review Request" form before any work or placement begin. Structural Exterior changes require approval from the Wedgewood Association, master board, as well. Owners will receive a response to their request following the subsequent committee meeting. The Association has the authority to remove or correct any work done without approval, and to bill the homeowner accordingly.

L. Construction and Design Changes/improvements

Like for like changes to the homeowner's property do not require prior architectural approval if all materials and colors are identical to the original construction and design.

M. Exterior Restrictions

The following are not permitted:

- Temporary or permanent enclosures in yards or decks, including tents or cabanas
- Hot Tubs
- Structures such as sheds or outbuildings
- Window air-conditioners or through wall heating, cooling, or air filtering units
- Clotheslines or outside facilities for drying of clothes
- Any alteration whatsoever that changes the appearance or mass of the unit as originally designed

MI. Exterior Maintenance & Painting

Exteriors of Villas will be caulked and painted as needed by the Townhouse Association. The Association will not paint deteriorated or other exterior surfaces that will not hold paint. For damage other than normal wear and tear, repairs must be primed and painted by the homeowner. Guidelines for repairs and materials are available from the Board.

O. Roofs

1. Routine roof maintenance and repair is the responsibility of the Association, as is full roof replacement so long as such work is due to normal wear and tear. Part of our assessment goes to a reserve fund for this purpose. Pursuant to the Declaration, the Association shall not be responsible for

maintenance, repair or replacement of the roof if such work is necessitated by an insurable loss.

2. Roof replacement is limited to shingles, tarpaper, flashing, vent fixtures, ice & water shield, at the time the entire roof requires replacement. The intent is to limit the extent of roof replacement to these basic materials only, along with the required installation. Any other materials or components necessary to complete the replacement and the labor involved will be the owner's expense unless otherwise authorized by the Board at the time of the evaluation of a specific claim for roof replacement.

3. Replacement claims will be handled on a priority basis considering, but not limited to, the condition of the roof, age of the unit involved and availability of funds.

4. The Association Board may reject requests for what may be deemed premature roof failures if replacement is necessitated by other than normal wear and tear.

5. The Association may engage qualified roofing experts to advise and assist with evaluations of roof replacement requests. All replacements will encompass an entire building (both units). There are no exceptions to this policy. The Board is available to assist with any questions you might have on this subject.

P. Driveways

The Association is responsible for the repair and/or replacement of driveways and walks leading from the front door to the driveway only, resulting from ordinary wear and tear, but not due to casualty loss. The option of repair versus replacement will be the Boards decision.

Q. Gutters

The Association is responsible for the repair and/or replacement of gutters and downspouts resulting from ordinary wear and tear, but not due to casualty loss. The option of repair versus replacement will be the Boards decision.

R. Chimneys and Brick Surfaces

1. The Association is responsible for tuckpointing repairs on the brick surfaces on the exterior of the building, which results from ordinary wear and tear, but not due to casualty loss. Repair is limited to tuck pointing of the mortar joints. Repair or replacement of the chimney and chimney cap, including tuckpointing the brick surface, is the responsibility of the owner. Any other

materials or components necessary to complete the repair and the labor involved will be at the owners' expense unless authorized by the Board at the time of the evaluation of a specific claim for chimney or brick repair.

2. Repair claims will be handled on a priority basis considering, but not limited to, the condition, age of the unit involved, and availability of funds.

S. Streetlights

Streetlights on common ground property other than those owned by the city will be the responsibility of the Wedgewood Association Inc. (master homeowners board) for maintenance and replacement resulting from ordinary wear and tear, but not casualty loss. Streetlights on private property are the responsibility of the Villas of Wedgewood Townhouse Association, Inc. The homeowner will be responsible for the replacement of the light fixture due to casualty loss/damage. The Association will reimburse the homeowners insurance deductible up to a maximum of \$500. If applicable, in the event of a casualty loss or damage provided the homeowner signs a "hold harmless waiver" to the Association. Call the Property Committee Chairman to arrange for repair service. Homeowners are cautioned not to attempt maintenance or repairs to any streetlamp.

T. Mailboxes

Mailbox maintenance is the homeowner's responsibility. This includes the painting of the mailbox; replacement of any broken parts (e.g. doors, knobs, flags, hinge screws etc.) The Association will notify the homeowner of a mailbox violation. The homeowner will have 60 days to make repairs. If the mailbox is not repaired the Association has the right to contract for the needed work, which will be billed to the homeowner. Since mailboxes are consistent throughout both single family and Villas, make sure to refer to Wedgewood Association Rules and Regulations.

Repair parts may be ordered from Mel Northey Co., Inc. 303 Gulf Bank, Houston, TX 77037 Phone: 1-800-828-0302. Fax: 1-281-445-7456

U. Rental/Leasing of Villa

1. Rental or leasing of an owners Villa is prohibited without prior Board approval. The Board may grant such permission only to meet special situations upon written application by the Unit owner to the Board.

2. It is the Board's intent that Villa owners shall occupy and use their Unit as a residence for said owner and/or, the immediate family of said owner.

3. The Board shall meet with a new tenant to acquaint them with the Declaration of Covenants, the By-Laws of the Association, and rules and regulations adopted by the Board.

V. Non-Resident/Vacationing Owner

It is important for owners who do not reside or are absent from their unit for extended periods of time, to keep the Board notified of their current address and phone number. In an emergency this information is very important as it allows the Association a means to immediately contact the owner. Please complete the "Residential Contact Info" form (found on vwta.org/documents) and mail to:

Villas of Wedgewood Townhouse Association
P.O. Box 1657
Crystal Lake, IL 60039-1657

Appendix Forms

(see also vwta.org/documents)

- 1. ARC Form**
- 2. General Unit Owner Complaint Form**
- 3. Ombudsperson Policy and Forms**
- 4. Resident Contact Form**
- 5. Hold Harmless Agreement for Satellite Dishes**

Villas of Wedgewood Townhouse Association, Inc.

Architectural Review Committee Request

(to be submitted to the Association prior to making changes or additions to your property)

Villa Owner's Name (print): _____

Address: _____

Home Phone: (____) _____ Work or Cell Number: (____) _____

Description of Proposed Change: In addition to the description, please provide 2 copies of plans to include drawings, sketches, brochures, pictures, blueprints, or color samples applicable for Architectural Review Committee approval. Any work affecting your existing roof must be reviewed and approved if the warranty is to be maintained. (Please refer to covenants for guidelines.)

Yes [] No [] **Dumpster or portable toilet required** (if yes, it must be approved before installation)

Owner's Signature(s)	Date Submitted	Estimated Completion Date
_____	_____	_____
_____	_____	_____

Mail completed request to: Villas of Wedgewood Townhouse Association
Architectural Review Committee
P.O. Box 1657
Crystal Lake, IL 60039-1657

APPROVED / APPROVED AS NOTED
Villas of Wedgewood Townhouse Association

This ARC form will expire _____

Date actually completed _____

Signature **Date**

Signature **Date**

Signature **Date**

Notes and conditions: _____

Note: Any change and/or addition to an existing Villa may also require approval from the Architectural Review Committee of the Wedgewood Association, Inc. You will be advised at the time of submitting this completed form if both are required.

White and yellow copies: Return to the Villas of Wedgewood Townhouse Association Architectural Review Committee
P.O. Box 1657, Crystal Lake, IL 60039-1657

Pink copy: Keep for your own records.

**Villas of Wedgewood Townhouse Association
General Unit Owner Complaint Form**

Use this form to issue a complaint against another homeowner or their guests, or to bring to the Board's attention a violation of the rules and regulations. Every effort will be made to handle this matter with discretion, but please be aware that you may be asked to appear before the Board, in the event the complaint is disputed.

Name of Offender(s) _____

Address: _____

Date of Violation: _____

Address/Location of Violation: _____

Description of Complaint/Violation: _____

Please attach photographs or other supporting material, if available.

Complaint submitted by: _____

Address: _____

Phone: _____

Signature: _____

Mail this form to:

Villas of Wedgewood Townhouse Association
P.O. Box 1657
Crystal Lake, IL 60039-1657

**VILLAS OF WEDGEWOOD TOWNHOUSE ASSOCIATION
POLICY FOR RESOLVING COMPLAINTS MADE BY UNIT OWNERS
PURSUANT TO SECTION 35 OF THE
ILLINOIS CONDOMINIUM AND COMMON INTEREST COMMUNITY
OMBUDSPERSON ACT**

The following is the Policy of the Board of Directors ("Board") of the Villas of Wedgewood Townhouse Association (the "Association") for resolving complaints made by Unit Owners pursuant to Section 35 of the Condominium and Common Interest Community Ombudsperson Act ("Ombudsperson Act").

1. Unit Owners who wish to make a complaint ("Complaining Unit Owner") to the Association pursuant to Section 35 of the Ombudsperson Act must complete, date, and sign a Complaint Form. The required Complaint Form is attached to this Policy.
2. The Complaining Unit Owner must deliver a completed Complaint Form to the Association, by mail or in person, to the Management Office/Board, at the following address: VWTA P.O. Box 1657, Crystal Lake, IL 60039-1657, within thirty (30) days of the date of the event that is the subject of the Complaint.
3. Within thirty (30) days of receipt of a Complaint Form from a Complaining Unit Owner, the Board shall meet in executive session to review the Complaining Unit Owner's Complaint. At such meeting, the Board may make a Final Determination in response to the Complaining Unit Owner's Complaint, or may make a determination that additional information/documents and/or investigation is required in order to respond to the Complaining Unit Owner's Complaint before making a Final Determination.
- 4 (a) If the Board determines that additional information/documents is required in order to review the Complaining Unit Owner's Complaint before making a Final Determination, the Board shall promptly make a request for such additional information/documents to the Complaining Unit Owner. The Complaining Unit Owner shall deliver such additional information/documents, by certified mail or in person, to the Management Office/Board, at the address provided in Section 2, within ten (10) days of the date of the Board's request for additional information/documents.

(b) If the Board determines that additional investigation is required in order to respond to the Complaining Unit Owner's Complaint before making a Final Determination, the Board shall promptly engage in such investigation.

(c) Within thirty (30) days after receipt of the additional information/documents requested under Section 4(a) above and/or the conclusion of its investigation under Section 4(b) above, the Board shall meet in executive session to review the Complaining Unit Owner's Complaint, the additional information/documents, and the results of its investigation. At such meeting, the Board shall make a Final Determination in response to the Complaining Unit Owner's Complaint, unless the Board determines that it still does not have sufficient information/documents in order to respond to the Complaint before making a Final Determination. If the Board determines that it still does not have sufficient information/documents in order to respond to the Complaining Unit Owner's Complaint before making a Final Determination, or determines that further investigation of the Complaining Unit Owner's Complaint is necessary, the Board shall promptly seek such additional information/documents and continue and conclude its investigation, and shall reconvene, as soon as practical thereafter in order to respond to the Complaining Unit Owner's Complaint.

5. The Final Determination of the Board in response to a Complaining Unit Owner's Complaint shall be:

(a) Made in Writing;

(b) Made within a reasonable time after receipt of the Complaining Unit Owner's Complaint, provided that the Board shall use its best efforts to make a Final Determination in response to a Complaining Unit Owner's Complaint within ninety (90) days of the date of receipt of the Complaining Unit Owner's Complaint.; and

(c) Marked clearly and conspicuously as "Final."

6. The decision of the Board to approve the written Final Determination in response to a Complaining Unit Owner's Complaint shall be made at a Board meeting, or portion thereof, open to the Unit Owners; however, the details of the written Final Complaint shall not be disclosed at the Board meeting, or portion thereof, open to the Unit Owners.

7. The written Final Determination shall include the following:

(a) A summary of the Complaining Unit Owner's Complaint;

(b) A summary of the documents and information considered by the Board.

(c) The Board's determination with respect to the Complaining Unit Owner's Complaint and any action to be taken by the Association pursuant to such a determination.

8. The written Final Determination of the Board in response to a Complaining Unit Owner's Complaint shall be issued to the complaining Unit Owner by certified mail, within ten (10) days after the date the Board approves the written Final Determination.

9. The written Final Determination shall be deemed confidential and shall not be available to any person other than the Complaining Unit Owner, the Board of Directors, and the Association's managing agent (if any), and the Complaining Unit Owner shall not disclose the written Final Determination to any person (other than such Complaining Unit Owner's attorney), except as may be required by law.

10. The Complaining Unit Owner shall cooperate with requests of the Board for additional information/documents.

11. All Complaint Forms and additional information/documents requested by the Board in connection with the Complaining Unit Owner's Complaint shall be date stamped by the Association upon receipt.

12. The foregoing procedure shall not be available:

(a) If the Complaining Unit Owner owes outstanding assessments, fees, or funds to the Association, unless the assessments, fees or funds are central to the Complaining Unit Owner's Complaint.

(b) If there is a pending complaint filed in any court or administrative tribunal in any jurisdiction or for which arbitration or alternative dispute resolution is scheduled to occur or has previously occurred, concerning the subject matter of the Complaining Unit Owner's Complaint.

(c) To address violations of the Association's Declaration and or Rules for which the Board can levy a fine, as that is governed by a separate procedure.

13. This Policy shall be made available to all Unit Owners upon request.

14. If adopted by the Board of Directors prior to January 1, 2019, this Policy shall be effective on January 1, 2019.



Resident Contact Information

*This information will not be published nor used for commercial purposes.

PLEASE PRINT

MAIN DIRECTORY

This information will be distributed to all VWTA members via the VWTA Resident Directory.

Last Name _____ First Name _____

Spouse/Alternate Contact _____

Address _____

Residence Phone _____ Cell Phone _____

E-Mail (Optional) _____ Yes, please e-mail me all association correspondence.

SNOW BIRD | OUT OF TOWN CONTACT

If you plan to reside out of town during the winter, please provide your out of town contact details. This will allow the Villa Board to reach you should an issue arise with your home.

Winter Address _____

City, State Zip _____ Yes, please mail me association correspondence while I'm away.

Winter Phone _____ Alt. Phone _____

E-Mail (Optional) _____ Yes, please e-mail me association correspondence while I'm away.

EMERGENCY CONTACT

Emergency Contact Name _____

Emergency Contact Phone _____

Secondary Contact Name _____

Secondary Contact Phone _____

Other Pertinent Information You May Want on File _____

This information will be kept on file with the Villa Board **for emergency purposes only**. It will not be distributed.

SATELLITE DISH/RECEIVING ANTENNA AGREEMENT

I, _____, the resident of Unit # _____ in Villas of Wedgewood Townhouse Association (hereafter "Association"), commonly known by the street address of _____, Crystal Lake, IL 60039, does hereby certify to the Association that I have installed a satellite dish/receiving antenna on the _____ of the Building, and that such dish and the installation thereof conforms to the Rules And Regulations of the Association.

I hereby agree to indemnify and hold harmless the Board of Manager/Directors, the Association, its agents and members from any and all claims, controversies or causes of action resulting from the installation, maintenance, or use of the satellite dish/receiving antenna, including the payment of any and all costs of litigation and attorney's fees resulting therefrom. I hereby affirm that I am responsible for any damage to the Property or any injury to any person as a result of the installation, maintenance, or use of the satellite dish/receiving antenna.

IN WITNESS WHEREOF, I have signed this document on _____, 20__, at _____, Illinois.

Owner Signature