

WLHA RULES AND REGULATIONS

WELCOME TO WARRENVILLE LAKES!

Dear Warrenville Lakes Homeowner:

We believe your decision to purchase a Townhouse Unit in the Warrenville Lakes community was a good one. Whether you are a new owner or a long-time resident, we're glad you're our neighbor!

When you purchased your home, you automatically became a member of the Warrenville Lakes Homeowner Association (WLHA). This membership requires that you, and all residents of your Townhouse Unit, follow and abide by the Declaration, By-laws and Rules and Regulations presented herein.

Each year the Warrenville Lakes Homeowner Association (WLHA) holds its Annual Meeting on the first Tuesday in April. You should attend the Annual Meeting or you may submit a signed proxy in your absence. Information packets are mailed to Townhouse Unit Owners in advance of each Annual Meeting.

The Declaration and By-laws contained in this WLHA Handbook are documents filed with the DuPage County Recorder and are recorded against all property in the Association. The Declaration and By-laws may only be changed or amended by the method provided in the Declaration and By-laws.

These Rules and Regulations are not meant to restrict the enjoyment of your property or the tranquillity of your life in Warrenville Lakes. They are designed to ensure the comfort and safety of you and your neighbors within the surrounding Common Areas.

Please let us know if you have questions about the contents of this book and once again, Welcome!

Your WLHA Board of Directors.

WLHA RULES AND REGULATIONS

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ARTICLE I **WLHA OWNER MEMBERSHIP**

SECTION 1.01 **ANNUAL MEETING**

As a member of the Association, it is the Homeowner's responsibility to attend the WLHA Annual Meeting, which is generally held the first Tuesday in April. If scheduling does not permit your attendance at the meeting, you should complete and sign a proxy. The proxy should be given to a WLHA Homeowner to vote on your behalf for all issues that are brought before the Association and voted on by Members. See addendum for a blank proxy form.

Your attendance is important to establish a quorum in order to elect the Directors of the Association (By-laws, Article III, Section 3.03, (a)), and process all other relevant business matters of the Members.

SECTION 1.02 **ASSOCIATION FEES**

The WLHA Townhouse Unit Owner is responsible for payment of an Association Fee to cover the Board approved Annual Budget. Coupons are supplied to accompany each monthly payment, to ensure record of payment to the owner's account. The monthly Association Fee is due on the 1st of each month and considered past due if not recorded as paid by the close of business on the 10th of each month. A late fee of \$25.00 is charged for each month in which a payment has not been received by the 10th. Failure to pay WLHA fees or fines will result in a lien on the Townhouse Unit and/or other legal action for collection. See addendum for payment location.

ARTICLE II **VEHICLE REGULATIONS**

SECTION 2.01 **PERMITTED or UNRESTRICTED VEHICLES**

Permitted or Unrestricted Vehicles are defined as automobiles, motorbikes, motorcycles, recreational vehicles, trucks, and vans. Unrestricted Vehicles shall have an overall width of less than eighty (80) inches, an overall height of less than seventy-eight (78) inches, and an overall length of less than two hundred thirty-six (236) inches. All Unrestricted Vehicles should fit into an owner's garage, must be currently licensed, and in totally operable condition.

Restricted Vehicles defined as boats, campers, motor homes, camper-trailers, trailers, commercial vehicles, and all vehicles other than those defined above as

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"Unrestricted Vehicles," shall not be parked in Common Areas including the area directly in front of garage doors. As stated in the *City of Warrenville Ordinance #1523.4a*, "all recreational vehicle storage is prohibited on lots containing attached single-family dwelling units, townhouses, or apartments." Restricted vehicles can be stored in the garage, provided that the garage door is fully closed.

SECTION 2.02 PARKING/VEHICLE OPERATION

- [a] The driveways leading up to multiple-unit garage areas are considered fire lanes; therefore, no vehicles shall be parked in fire lanes. The lanes must remain clear to permit entry of emergency vehicles.
- [b] The area in front of a Townhouse Unit's garage door is the exclusive "parking space" for that Townhouse Unit. No vehicle shall be parked in such a manner as to impede or prevent ready access to another Townhouse Unit's parking space, garage, driveway, or street.
- [c] Vehicles shall not enter grassy areas, including "corner cutting" when entering driveways. Driving or parking on landscaped areas or sidewalks is prohibited. Exceptions will need WLHA Board approval prior to such use and is not to be assumed.
- [d] Damages to the WLHA Common Area through the improper parking, operation, repairing or servicing of a motor vehicle by a Townhouse Unit Owner/Resident, invitee or guest, will be repaired and charged to the WLHA Townhouse Unit Owner. Non-payment of charges may constitute a lien by WLHA on said Townhouse Unit.
- [e] WLHA Townhouse Unit Owners/Residents are responsible for advising their guests of proper parking areas and will be held responsible for the parking violations of their guests.
- [f] Service vehicles may park in a Townhouse Unit's parking space only when being used to perform a service for that Townhouse Unit at that time, and only for so long as necessary to perform the service.
- [g] The Board will issue notices from time to time for the short-term removal of vehicles from certain areas for pavement maintenance, snow removal, etc. Vehicles must be removed from the area identified. The failure to remove the vehicle may result in towing at the vehicle owner's expense.

SECTION 2.03 VEHICLE REGULATION 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 Vehicle Regulations as set forth by the City of Warrenville and all other Governing Authorities having jurisdiction.

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- [a] In the event of a violation of the Vehicle Regulations, the WLHA Board, or its duly authorized agents, shall send a "notice of violation" to the WLHA Townhouse Unit Owner.
- [b] Owners may protest a "notice of violation" by requesting a hearing in writing addressed to the WLHA Board (see addendum for address). Failure to request a hearing within seven (7) days of "notice of violation" shall be deemed an admission of the violation, and **WILL** result in costs and expenses being assessed to the WLHA Townhouse Unit Owner as set forth in the policies and procedures regarding enforcement.
- [c] In addition to providing notice of violations in accordance with the above provisions, the WLHA Board may also take the following actions:
 - Identify or attempt to identify the vehicle owner whose vehicle is causing the violation or the WLHA Owner whose guest is causing the violation.
 - Maintain a record of all violations including the name of vehicle owner, vehicle identification, vehicle license number, date of violation, and description of violation.
 - Notify the local governmental authority, asking that a citation be issued.
 - Proceed with any and all remedies available pursuant to the Declaration, By-laws and Rules and Regulations, or by law.

[d] **Notice and Authorization to Tow**

- Towing shall be authorized and directed by the Board on an individual basis only. There shall be no general authorization given to a towing company to tow unauthorized vehicles or vehicles that are parked in violation of these regulations.
- The WLHA Board may enter into an agreement with an appropriate company or individual to affect removal of vehicles pursuant to authorization under these vehicle regulations.

[e] **Cost of Towing**

When a vehicle is towed pursuant to the above vehicle regulations, all costs and expenses incurred shall be assessed to the vehicle owner. In the event the vehicle owner is a WLHA Townhouse Unit Owner, the cost and expenses will be assessed to the WLHA Townhouse Unit Owner and will constitute a lien on the Townhouse Unit. The Association and Board shall not be responsible for damage to a vehicle from being towed or removed.

[f] **Abandoned Vehicles**

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When a vehicle has been abandoned and a notice of such violation has been affixed to the vehicle at least three (3) days earlier, without further notice to the vehicle owner, the vehicle may be towed.

A vehicle shall be deemed abandoned if:

- It is in a state of disrepair rendering it incapable of being driven in its present condition; or
- It has not been used or moved for seven (7) consecutive days or more and the WLHA hotline (see addendum for phone number) has not been notified. or
- It does not have a current, valid vehicle license plate; or
- The act of the vehicle owner and condition of the vehicle clearly indicates it has been abandoned.

[g] Parking Violations

A vehicle may be towed immediately without notice to the vehicle owner as follows:

- When a vehicle is parked in a manner which presents an immediate danger to the property or to the health, safety and/or welfare of persons thereon, or
- When a vehicle is parked in an assigned parking space without the permission of the WLHA Townhouse Unit Owner/Resident or is parked in such a manner as to prevent access to a driveway, street, garage or assigned parking space. or
- When a vehicle is parked in violation of Article III of these Vehicle Regulations and the owner of the vehicle has been found guilty of two (2) prior violations for the same offense.

SECTION 2.04 GENERAL NOTIFICATION OF VIOLATION

- 1st (first) offense -- a letter
- 2nd (second) offense -- by registered mail, a letter

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- 3rd (third) offense --the towing of the vehicle **WILL** occur within seven (7) business days without further notice.

ARTICLE III **PET REGULATIONS**

SECTION 3.01

No more than two (2) pets, generally recognized as common house pets may be kept and/or maintained within a WLHA Townhouse Unit. All pets being kept in the residence of townhouse units must be defined and in compliance with the *Warrenville City Ordinance for Animal Control*, (Chapter 4:Latest Revisions. Such pets may not be kept and/or maintained for commercial purposes.

SECTION 3.02

No pet shall be left unattended when outside of the Townhouse Unit or on the Common Areas or chained or tied to a part of a Townhouse Unit exterior or to a tree or other object outside of a Townhouse Unit.

Dogs at large: Dogs are not permitted to run at large (*as per City of Warrenville Code Chapter 4 "Restrictions & Prohibitions; Reports of Incidents"*). For the purpose of this section, a dog not on a leash and under the control of a person physically able to control it, shall be deemed to be running at large. All dogs found to be running at large shall be promptly reported to the proper authorities.

SECTION 3.03

Pet excrement or other animal waste may never be allowed to remain on WLHA property (City of Warrenville Ordinance #1169: 7-15-91). Pet Owners must immediately remove all excrement and other animal waste at all times. Excrement is never to be disposed of in storm sewers.

SECTION 3.04

The feeding of pets is not permitted outside the Townhouse Unit or on any portion of the WLHA Common Area.

SECTION 3.05

WLHA Townhouse Unit Owners are responsible for their own pets as well as those visiting their residence. All costs incurred for the repair of damage caused by a pet on WLHA property shall be assessed to the WLHA Townhouse Unit Owner.

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SECTION 3.06

A WLHA Townhouse Unit Owner is in violation of these pet regulations if such owner, resident, or guest visiting the Townhouse Unit, shall keep, harbor or maintain custody of an animal which by frequent or habitual howling, yelping, or barking causes a disturbance to neighbors in the Warrenville Lakes community. Animal nuisance is prohibited in WLHA according to the *City of Warrenville Animal Control Ordinance (Chapter 4 "Animal Nuisance Prohibited")*.

SECTION 3.07 PET REGULATIONS ENFORCEMENT

[a] Animal Nuisance

- When a WLHA Owner/Resident experiences an animal nuisance, the disturbance should be reported to city authorities by dialing "911." (*defined by the City of Warrenville, Chapter 4 of the Animal Control Ordinance*).
- When experiencing repeated violations of these pet regulations, a WLHA Owner/Resident should, as soon as possible, submit a written, signed report of the situation(s) and mail to the WLHA Board (see addendum for mailing address). Include the name and address of the WLHA Townhouse Unit offender, description of the animal, calendar date, time, location and specifics of the violation.
- If an animal nuisance is sighted either by a member of the WLHA Board or by the WLHA Site Manager, the following procedure will be initiated:
 - ◆ First and Second violations will result in a verbal or written warning.
 - ◆ Third notification of the same violation will result in a written notice and a \$50.00 fine.

[b] Vicious and Dangerous Pets

- It shall be a violation of the WLHA Rules and Regulations for a person to maintain a vicious or dangerous pet that attacks, strikes, scratches or approaches anyone or anything in an attitude of attack, without apparent cause.
- All pets deemed vicious or dangerous according to the City of Warrenville Animal Control Ordinance (Chapter 4 Restrictions and Prohibitions; Reports of Incidents,) shall not be permitted within Warrenville Lakes community and shall be reported to the proper authorities.

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ARTICLE IV **NOISE / PARTY REGULATIONS**

SECTION 4.01

Loud music, noises or other nuisances coming from inside or outside a WLHA Townhouse Unit, that may unreasonably interfere with the peace and quiet of the neighbors are considered a violation of the WLHA rules and regulations and shall not be permitted by a WLHA Owner/Resident or visiting guest.

SECTION 4.02

Outdoor parties must be confined to the area immediately surrounding the Townhouse Unit. At the conclusion of a party, all decorations and refuse are to be removed from the Townhouse Unit Common Area.

SECTION 4.03 **NOISE/PARTY REGULATIONS**

Anyone witnessing a violation of Noise/Party Regulations, may be asked to submit to the WLHA Board of Directors a written report (see addendum for mailing address) regarding a party/noise violation. The report should include the name of the offender, location of the offending act, description of the offense, date and time of the violation. Before contacting either the WLHA Board or the police, please speak to the offending party first to see if an amicable resolution can be made.

Note: If immediate action is required, call the police (911).

ARTICLE V **ARCHITECTURE & EXTERIOR MODIFICATIONS**

RESPONSIBILITIES

- [a] The WLHA Site Manager in conjunction with the WLHA Board of Directors shall determine the need for, and will carry out and/or cause to be performed, all maintenance and repair to the exterior of the Townhouse Units as completely described in the Covenants-*Article V, Section 5.01*.

- [b] It is the responsibility of the WLHA Townhouse Unit Owner to maintain the total interior of the owned Townhouse Unit. The interior maintenance, repair, or replacement of any portion thereof, includes the proper care of all surfaces, furnaces, water heaters, water softeners, stoves, refrigerators, washing machines, dryers, fire places, and/or household appliances which are part of the interior of the Townhouse Unit, and also as set forth in Section 5.03 of the WLHA Covenants.

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- [c] The responsibility of the WLHA Townhouse Unit Owner also includes the service and maintenance of all glass surfaces i.e. windows, front entry, patio doors, skylights and exterior lighting, according to the regulations set forth herein.
- [d] The WLHA Townhouse Unit Owner is also responsible for the service, maintenance or replacement of all doors including the garage door, fireplace chimney, air conditioner, and/or other items of said Townhouse Unit that services only one Townhouse Unit, according to the rules set forth herein.
- [e] If the unit owner procured the services of a contractor for work to the exterior of the unit, the contractor must be licensed and insured and proof of such provided to the Site Manager prior to work beginning (see addendum for address of where to send licensing information)

SECTION 5.01

ALTERATIONS

- [a] To maintain a uniform appearance of the WLHA Townhouse Units, as set forth in the WLHA Covenants (Article V, Sec. 5.01) and the WLHA Rules and Regulations (Article VI, Sec. 6.01), No alterations shall be made to the exterior portions of the Townhouse Unit by a Townhouse Unit Owner/Resident. This includes roofs, siding, and color changes to exterior shutters. The WLHA Board will notify a Townhouse Unit Owner/Resident of the violation of the alteration change and the planned action to remedy or reverse the changes. All costs to implement these unauthorized changes will be at the expense of the WLHA Townhouse Unit Owner and charged to the Owner.
- [b] No TV antennas, other than satellite dishes (see Section 5.05) may be attached or mounted to the exterior of the property.
- [c] Awnings, sunroofs, canopies, and fencing of any kind are not permitted. Trellises are permitted at the side of the front porch after approval from the Board.
- [d] The installation of attic fans or whole house fans have noise nuisance factors as well as structural concerns which requires the Townhouse Unit Owner to submit a written request for WLHA Board review and approval prior to installation.

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SECTION 5.02 GARAGE DOORS, STORM DOORS, WINDOWS, AND WINDOW TREATMENTS

[a] GARAGE DOORS

It is recommended that garage doors be kept closed when the garage is not in use. The maintenance and replacement of deteriorated garage doors, damaged garage door panels and garage door stripping is the responsibility of the WLHA Townhouse Unit Owner. When installing a new garage door the WLHA Townhouse Unit Owner must purchase a door to comply with the WLHA garage door style and one that exactly matches the color of the adjoining Townhouse unit garage. Garage door openers and keyless entry pads remain the private property of the WLHA Townhouse Unit Owner.

[b] STORM DOORS

Storm doors must be kept uniform and in compliance with the architecture and plans set forth by the WLHA Board. If there is uncertainty about the type of door to use, it is the WLHA Townhouse Unit Owner's responsibility to contact the WLHA. The color must be white or beige. =

[c] WINDOWS

Plastic coverings used on a window or patio door must be restricted to the inside of the Townhouse Unit. No such covering may be placed on the outside of windows or patio doors. There are storm windows and storm patio doors approved by the WLHA. Contact the WLHA Board for details.

Broken windows are the responsibility of the WLHA Townhouse Unit Owner (Covenant-Art.V, Sec.503) and are to be replaced within two (2) weeks of breakage. Protective boards may be used to cover broken windows during this period.

[d] WINDOW TREATMENTS

Within sixty (60) days of occupancy, decorative window treatments (coverings) must be displayed. No sheets, blankets, or like materials are to be used as coverage. At no time may newspaper, wallpaper, boards or like covering be used.

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SECTION 5.03

EXTERIOR LIGHTING

[a] Light Fixtures

Light fixtures on the front porch and on the patio wall may be replaced with similar brass, wrought iron or anodized aluminum metal. All such fixtures shall be the same relative size and style as the existing fixtures. All lighting is to be white or amber, except during holiday seasons. The WLHA Townhouse Unit Owner is responsible for keeping these fixtures in good repair at all times. If not maintained, the WLHA will at its option, repair or replace at the WLHA Townhouse Unit Owner's expense.

[b] Decorative Lighting

Low voltage "Malibu" type lighting (maximum 20 watts per bulb) may be used. Lights shall be placed within the landscaped area and not in the lawn area. Only continuous glowing, non-flashing, white or amber lights are to be used. It is the WLHA Townhouse Unit Owner's responsibility to maintain such lighting in good appearance and repair. If not maintained, the WLHA will at its option, repair, replace or remove at the Homeowner's expense.

[c] Safety Lighting

It is strongly recommended that porch and patio lights be left on over night for safety purposes. Motion detectors and dusk to dawn timers are acceptable on the porch and patio lights. However, floodlights are not permitted.

[d] Seasonal Lighting

See Rules and Regulations Section 6.04B (Seasonal Decorations).

SECTION 5.04

GUTTER EXTENSIONS

WLHA Townhouse Unit Owners may install, at their expense, a section of gutter extending beyond the porch to the end of the building with a short down spout. This section of short down spout would empty into the porch gutter. Owners purchasing gutter and down spout extensions must match original gutter and shapes to maintain the uniform look of the WLHA Townhouse Units. A lower down spout from the porch gutter can extend over the garden area, ending at, but not extending into the lawn. Underground PVC perforated drains may be used. For assistance, call the WLHA 24-hour voice mail hotline (see addendum for number).

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SECTION 5.05 **SATELLITE DISHES**

- [a] WLHA Townhouse Unit Owners interested in the installation of a satellite dish must submit a completed application (see addendum for the blank application form) to the WLHA Site Manager, no less than seven (7) days prior to the intended date of actual installation. The intended area for installation must be specified and approved, serving the applicant's Townhouse Unit only.

- [b] All satellite dishes must be professionally installed. The WLHA Townhouse Unit Owner must provide evidence that the satellite dish installation contractor is insured and licensed prior to approval by WLHA.

- [c] Satellite dishes must conform to the specifications listed in the addendum.

SECTION 5.06 **PATIOS**

[a] **Extensions**

- Detailed specifications for extensions or alterations to an existing patio must be submitted in writing, including a sketch, to the WLHA Board (see addendum for address) for approval prior to installation. No patio extension should extend beyond 12 feet from the foundation. Installations or changes made without approval can be denied and may be required to be removed at the WLHA Townhouse Unit Owner's expense. No exceptions will be allowed.

- Upon completion of installation, the Townhouse Unit Owner will notify the WLHA Board. The Board will arrange to have a representative inspect the patio extension for quality of installation and conformity in principle to the submitted plans.

- Maintenance of approved patio extensions is the responsibility of the WLHA Townhouse Unit Owner. If extensions are not well maintained, the WLHA Board will, at its discretion, make the necessary repairs and maintenance changes or could remove the extension, returning the patio area to the original builder's concrete slab. All action taken by the Association will be at the expense of the WLHA Townhouse Unit Owner.

[b] **Use and Care**

- Patios must be kept clean, orderly and free of clutter.

- Patios cannot be enclosed, altered or changed in appearance without written permission from the WLHA Board.

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- Patios cannot be used for storage, except for seasonal items such as barbecue grills, lawn chairs, tables, firewood (see Rules & Reg., Sec. 7.04) and other items usually associated with patios. No bicycles, motorcycles, cars, toys or swimming pools may be stored on patios.
- Patios and the Common Area must not be used for pet runs or doghouses.
- High voltage, UV bug lights (commonly known as "bug zappers") may not be used.

SECTION 5.07

FIREWOOD STORAGE

Storage of firewood is limited to the WLHA Townhouse Unit porch, patio, or in front of the fireplace chimney.

- If stored on the Townhouse Unit porch, firewood must be neatly kept in a decorative storage bin or container made specifically for storing firewood.
- If stored on the patio or in front of the fireplace chimney, firewood must, at all times, be neatly stacked in a pile no larger than 4' high x 4' wide x 2' deep (1/2 face cord).

SECTION 5.08

GARDEN AND GARDEN COVER

- [a] Professional landscapers will be contracted on a periodic basis to manicure the WLHA landscaped areas. The contracted landscapers will be responsible for the care of trees, bushes, shrubs and lawns.
- [b] WLHA allows for Townhouse Unit Owners to plant trees and shrubs in the Common Areas, provided that the planting location and the type of tree or shrub are approved by the WLHA Board prior to such planting. Trees, bushes and shrubs become a part of the Common Area and are to remain with WLHA. Do not install automatic watering devices without contacting the WLHA hotline first (see addendum for number).
- [c] Wood chips, bark or plants are the recommended ground cover. WLHA Townhouse Unit Owners choosing to use decorative stones or volcanic rocks as part of their landscaping are responsible for breakage of windows or other damage caused by flying stones or rocks. Stones or rocks used as ground cover must be contained using reinforced edging to prevent migration into

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grassy areas. Improper installation will result in WLHA requiring removal of materials at the WLHA Townhouse Unit Owner's expense.

- [d] When a WLHA Townhouse Unit Owner/Resident wishes to do so, flowers may be planted in the flower planting area of a WLHA Townhouse Unit, and around the base of trees. Maintenance of the flowers will be by the WLHA Townhouse Unit Owner/Resident.
- [e] Approved garden edging installed by WLHA Townhouse Unit Owners should not impede landscape mowing. If the edging becomes worn or broken and not maintained, the WLHA Board will, at its discretion have the edging removed at the WLHA Townhouse Unit Owner/Resident's expense.
- [f] The WLHA Board reserves the right to maintain Common Areas not kept properly manicured by the WLHA Townhouse Unit Owner/Resident according to the standard set forth by the WLHA Declaration and the WLHA Rules and Regulations.

ARTICLE VI **COMMON AREA REGULATIONS**

SECTION 6.01 **COMMON AREAS**

- [a] Storage of any kind is expressly prohibited on or in the WLHA Common Area.
- [b] Moving pods and construction dumpsters are permitted with WLHA Board approval and are to be placed only in front of the unit's garage. All damage to the driveway or common area is the responsibility of the Unit Owner.
- [c] All toys, recreational/sports equipment, lawn furniture, bicycles and the like must be removed from the WLHA Common Area property, including the area immediately surrounding the WLHA Townhouse Unit as well as the park, and pond area. These items must be removed when not in use or no later than by sunset of the day of usage. All items must be stored within the WLHA Owner/Resident's Townhouse Unit or garage. Lawn furniture may be stored on the patio.
- [d] Structures such as a sandbox, dog house, storage shed, or other structures are prohibited in the WLHA Common Areas, the porch, and the patio.
- [e] Clothing, sheets, blankets, laundry and similar objects cannot be hung outside the Townhouse or anywhere on the Common Area property.

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- [f] Bicycles, autos, motorcycles, snow mobiles and all other recreational motor driven vehicles are limited to the dedicated and paved areas. Likewise, all of these mentioned items may not be stored on a patio or other parts of the Common Area property.

SECTION 6.02 **PARK AND POND**

- [a] The WLHA park area may be used for parties during daytime hours when the park is normally open for Resident's use from dawn to dusk. Notification by calling the WLHA phone number (see addendum for number) should be made to the WLHA Site manager to identify the intended activity and the person responsible for the party.
- [b] Residents of WLHA may use the pond for fishing; however, this is a catch and release pond.
- [c] Nothing should be thrown into the pond, including refuse and rocks.

SECTION 6.03 **TRASH PICK-UP**

The WLHA Board provides for **non-hazardous** solid waste collection and recycling services once a week. See the addendum for the current regular collection day of each week. If collection day falls on or after a holiday, collection will be delayed by one day. All collection regulations will apply to the alternative pick up day. See addendum for holiday schedule and guidelines for trash pick up from WLHA's current waste removal company. Also see addendum for directions from the current WLHA trash pick up vendor for recycling and large item disposal.

- [a] Solid waste and recycle items are to be placed at the curb for pick-up on the scheduled day. Items for pick up must not be placed outside earlier than 5:00 p.m. the night before scheduled pick up day.
- [b] **Solid waste trash** must be kept within the Townhouse Unit at all times other than the day of pick up. All trash should be placed in dark colored, securely closed, plastic trash bags (maximum – 33 gallon size), or securely tied cartons. Trash Cans of any type, are not allowed.
- [c] **Recycle items** are specified in the addendum of this WLHA Handbook. These items are also documented periodically in the WLHA newsletter and on the WLHA website.
- [d] Place clean recycle items into the recycle bins provided with each WLHA Townhouse Unit. The WLHA Townhouse Unit Owner shall write the Townhouse Unit address on the WLHA recycle bins, using permanent

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markers.

- [d] All recycle bins should be removed from the curb as soon as possible, especially on windy days, and should be returned to the WLHA Townhouse Unit by the evening of the day of trash pickup.

SECTION 6.04 **DECORATIONS**

[a] **Statues and Ornaments**

No statue or other ornament shall be taller than two (2) feet in height or longer than two (2) feet in length or width. All statues or other ornaments must be non-permanent and in good taste. The statues/ornaments must not be erected in the grassy areas of the Common Area as it may interfere with the lawn service. (If in doubt as to compliance, please contact the WLHA for approval.) Existing, non-conforming decorations must be removed.

[b] **Seasonal Decorations**

Seasonal decorations may be installed but may not be lit earlier than one (1) month before and must be removed no later than one (1) month after the date of the holiday. All multi-colored lighting is considered seasonal.

WLHA Townhouse Unit surfaces damaged by the placement of seasonal decorations is the responsibility of the WLHA Townhouse Unit Owner. If damage is not repaired when seasonal decorations are removed, WLHA will make the repairs at the Townhouse Unit Owner's expense.

SECTION 6.05 **SIGNS AND ADVERTISEMENTS**

[a] **"Commercial" Signs**

No sign advertising a business or commercial activity is permitted anywhere on the property.

[b] **"For Sale" or "For Rent" Signs**

- One (1) "For Sale" or "For Rent" sign per Townhouse Unit shall be permitted. Such a sign shall not be attached to the exterior of the Townhouse Unit or in windows. Signs shall not be placed more than four (4) feet from the edge of the porch and shall not extend past the end of the Townhouse Unit. Signs must be the size and type commonly used by the majority of real estate companies. No signs will be allowed which require digging a hole in the ground.
- Open house signs and garage sale signs will be permitted within three (3) feet

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from the street curb only during the day of the open house or garage sale.

- Signs in continual non-compliance will be confiscated by the WLHA Board. It is the responsibility of the WLHA Townhouse Unit Owner to advise the real estate agent of the regulations regarding sign location.

ARTICLE VII **RENTALS**

SECTION 7.01

Warrenville Lakes is primarily an “Owner/Resident” community. In order to maintain this status, the Fourth Amendment to the covenants was introduced in 2007 to restrict rentals to those units not occupied by owners and which were registered with WLHA as rentals when the Fourth Amendment was adopted. Over 75% of the homeowners signed the petition to that effect and the attorneys confirmed the petition and registered it with the Recorder of Deeds of Dupage County on May 21, 2008. For a listing of those units recorded as rentals, please see the addendum. Once an owner of a rental unit, current or subsequent, occupies the unit, it may not be leased or rented again.

SECTION 7.02

For those “grandfathered” units, which may be rented, WLHA is pleased to assist off-site owners by welcoming renter-residents and to invite them to participate in community events. Off-site owners must cooperate by registering their renters with WLHA (see addendum for mailing address and e-mail address). The off-site owner must notify the WLHA Board of the renter’s name(s), home phone number, work phone number or other daytime phone number, and e-mail address. The WLHA Board must also have the off-site owner’s home address, home phone number, work phone number or other daytime contact phone number, and e-mail address. No later than 10 days after the renter moves in, this information must be sent to the WLHA Board via postal service or e-mail. The WLHA Board maintains the right to fine the owner if the owner fails to provide the information requested herein.

SECTION 7.03

The WLHA Townhouse Unit Owner is responsible for payment of the WLHA monthly assessment fee, and fines assessed against the property or occupant. Failure to pay monthly assessment fees and fines will result in a lien on the property and/or legal action.

WLHA RULES AND REGULATIONS

Continued page 26

SECTION 7.04

ENFORCEMENT

- [a] Failure to register information listed in Section 7.02 within ten (10) days after occupancy by the renter will result in a \$100.00 fine levied against the WLHA Townhouse Unit Owner.

- [b] Failure of renter or occupant to adhere to the WLHA Rules and Regulations will result first in a warning to the WLHA Townhouse Unit Owner, or other action as specified in these Rules and Regulations. Subsequent violations of the same infraction will result in a fine to the WLHA Townhouse Unit Owner of an amount to be determined by the WLHA Board with a minimum of \$50.00, or as specified in these Rules and Regulations.

- [c] Persistent violations of Rules and Regulations can, at the decision of the WLHA Board, result in removal of the Renter from the property. All information or notices of violation or disturbances pertaining to a renter will be given to the Renter and a copy given to the WLHA Townhouse Unit Owner.

ARTICLE VIII **SALE OF TOWNHOUSE UNITS**

SECTION 8.01

SELLERS RESPONSIBILITIES

- [a] Sellers must notify the WLHA Board of intent to sell within 30 days prior to closing. The attorney's office representing the seller will call WLHA 24-hour voice mail (see addendum for phone number) with a request for a "Closing Assessment Letter." Prior to WLHA complying with the attorney's request, all assessment fees and/or fines owed must be paid to the current date.

Information needed for the WLHA closing assessment letter is:

- Attorney's office phone number and/or fax number
- Attorney's address for mailing of the closing assessment letter
- Name and address of the WLHA seller
- Name(s) of the buyer
- Anticipated date of closing.

WLHA RULES AND REGULATIONS

- [b] The seller will furnish the purchaser, the following at the time of the sale closing:
- All keys relating to the WLHA Townhouse Unit being sold
 - The new owner's private mail box key, including the correct number of the WLHA Townhouse Unit mail box
 - The current coupon book for payment of WLHA monthly assessment fees.
- [c] The recycle bin is the property of WLHA and is to remain in the WLHA Townhouse Unit garage for the new Owner. The WLHA Townhouse Unit Owner should use a permanent marker to print the WLHA Townhouse Unit address on the recycle bin.
- [d] All WLHA Townhouse Units must be in conformance with the "Rules and Regulations, Covenants and By-Laws" as set forth within these pages.

ARTICLE IX REMEDIES

The Remedies hereunder are not exclusive and the WLHA Board may, in addition, take action provided for in the Declaration, By-Laws or by another Statute to prevent or eliminate violations thereof, or of the Rules and Regulations of the Association.

All expenses incurred by the Association to enforce the WLHA Rules and Regulations, or to enforce Covenants, Restrictions or Provisions of the Declaration and By-laws, including all Attorneys fees and costs, shall be charged to the WLHA Townhouse Unit Owner.

WLHA RULES AND REGULATIONS

Addendum

[a] WLHA mailing address:

**P.O. Box 281
Warrenville, IL 60555**

[b] WLHA e-mail address:

Warrenville_lakes@yahoo.com

[c] WLHA 24-hour voice mail hot line number:

630-585-4117

[d] Mailing address for monthly association fee:

**WLHA
WSB Dept. #0400
P.O. Box 5905
Carol Stream, IL 60197-5905**

[e] Attachments:

1. Current units "grandfathered" in as rental units
2. Recycling guidelines from current WLHA trash pick up vendor
3. Large item disposal from current WLHA trash pick up vendor
4. Blank Proxy for annual meeting

WLHA RULES AND REGULATIONS

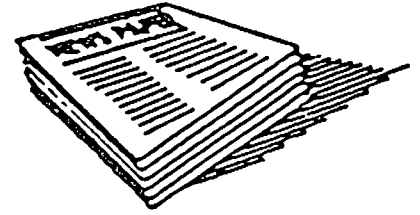
Current List of Town House Units Grandfathered In as Rental Units

1. 2s714 Timber Drive
2. 2s721 Timber Drive
3. 2s747 Timber Drive
4. 2s748 Timber Drive
5. 2s750 Timber Drive
6. 2s751 Timber Drive
7. 2s765 Timber Drive
8. 2s772 Timber Drive
9. 2s713 Grove Lane
10. 2s727 Grove Lane
11. 2s735 Grove Lane
12. 2s740 Grove Lane
13. 2s746 Grove Lane
14. 2s748 Grove Lane
15. 2s750 Grove Lane
16. 2s752 Grove Lane
17. 2s756 Grove Lane
18. 2s767 Grove Lane
19. 2s779 Grove Lane

SINGLE SORT RECYCLING PROGRAM

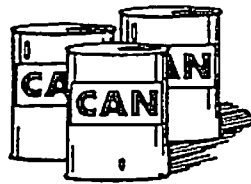
ALL RECYCLABLES LISTED BELOW MAY BE PLACED TOGETHER IN ONE CONTAINER. THERE IS NO NEED TO SEPARATE.

- A. NEWSPAPER (and all inserts)
- B. MAGAZINES, CATALOGS, PHONE BOOKS
- C. JUNK MAIL (Construction Paper, Colored Paper, etc.)
- D. OFFICE PAPER (Letter, Letterhead, Envelopes)
- E. CHIPBOARD (Cereal Boxes, Tissue Boxes, Paper Towel & Toilet Paper Rolls, etc.)
- F. CARDBOARD (Must fit in Container) (Can be cut up)



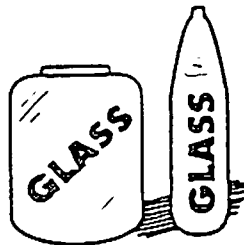
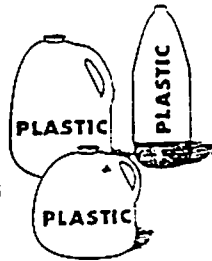
G. METAL PRODUCTS

- 1. Aluminum Cans
- 2. Tin/Steel and Bi-Metal Cans
 - a. Food and Beverage Cans Only
 - b. Please rinse



I. GLASS PRODUCTS

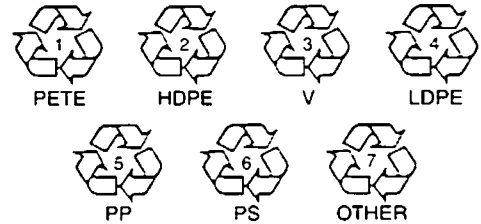
- 1. Glass Bottles and Jars
 - a. You do not need to remove labels
 - b. All colors
 - c. Please rinse
 - d. Throw away lids



NO WINDOW GLASS, CERAMICS, MIRRORS, LIGHT BULBS, PYREX, or DRINKING GLASSES.

H. PLASTIC PRODUCTS

- 1. All Plastic Bottles and Containers with these symbols printed underneath.



EXAMPLES ARE:

- Liter pop bottles
- Milk, Water and Juice bottles
- Liquid detergent, fabric softener, bleach, shampoo
- Yogurt cups
- Vegetable oil bottles

Please rinse all items clean
No petroleum products of any kind
No anti-freeze containers
No oil containers of any kind
Throw away caps and lids

**Discard all recyclables in the designated Container.
Please! Do not throw garbage in the Containers.**



Groot Industries, Inc.
www.groot.com



Groot Waste Removal
1-877-775-1200

When Calling Groot:

Identify yourself as being from Warrenville Lakes, tell them what the item is and give them your address & unit number.

White goods (water heaters, stoves, etc.):

You must call no later than Tuesday to arrange for pickup. The item must be marked with your unit number or it will not be picked up! The cost for removing one white good item is \$45.00. WLHA will initially pay Groot and we will bill you for the removal.

Carpet:

A maximum of four rolls that cannot be longer than 4 feet. If you have more than that you must call on Tuesday so that we have advance notice of bulky materials for pickup.

One large item per week (e.g. a chair or dresser or sofa).

If more than 1 item, you must call Groot in advance - on Tuesday.

Remodeling / Construction debris (dry wall, tile, plaster, wood, etc.):

Please call on the Monday before our pickup day in order to arrange for pickup. You can order a construction dumpster if you are doing extensive remodeling. To get a dumpster you must call the hotline and ask the site manager to make the arrangements. This must be planned in advance!

Recycling:

Please see the attached page which provides details regarding recycling. We still use only one container and do not have to separate recyclables.

WARRENVILLE LAKES HOME OWNER'S ASSOCIATION

PROXY

On this date _____ I hereby appoint any member of the WLHA
Board of Directors or the following named person

to attend on my behalf any meeting of the membership of the
Warrenville Lakes Homeowners Association
and to vote on my behalf and as my proxy on all matters
arising during the course of such meeting.

This proxy shall expire eleven months after its date, and
shall be automatically revoked by my attendance
at any meeting of the membership of the
Warrenville Lakes Homeowners Association

Signature of Homeowner:

Address of Property Owned:

Email address(es) of Homeowner(s):

Note: Your email address will only be used for official Warrenville Lakes Homeowner's Association (warrenville_lakes@yahoo.com) business and will not be provided to others.