

**Rules and Regulations
The Condominiums of Springbrook Association**

October 15, 2024

Preface

Pursuant to the requirements of Article II, Section a., subparagraph (d) of the By-Laws for The Springbrook Homeowner's Association, the Board of Directors (BOD) may adopt written rules and regulations to govern the administration, management, maintenance, operation, use, conservation and beautification of the property for the health, comfort, safety and general welfare of the residents. The Rules and Regulations (R&R) are not imposed to restrict or infringe on personal rights of the homeowners; rather, they are intended to promote uniformity in applying the rules and regulations for the benefit of all condominium residents.

All uses of the property shall be in accordance with the Illinois Condominium Property Act, the Declaration, the By-Laws, the Articles of Incorporation, and the Rules and Regulations. The Rules and Regulations apply to each unit owner, guests, employees and agents.

Rules and Regulations

A. Major Expenses

The Association is committed to and responsible for the maintenance, repair, and replacement of normal wear and aging components of the irrigation system and buildings. To keep monthly fees reasonable, distribute costs fairly, and continue Association support, homeowners are expected to share financial responsibility for services. All maintenance, repairs, or replacements shall be coordinated by the Landscape or Building Committee Chairs; based upon maintenance plans; completed by an HOA-approved vendor; and approved by the BOD.

1. This rule applies to:
 - a. Brick and masonry work
 - b. Chimney Repair and chimney vinyl siding
 - c. Foundation Repair (inside and outside)
 - d. Gable repair and gable vinyl siding
 - e. Gutters, downspouts, and drain tiles
 - f. Irrigation controllers and RPZ units
 - g. Patios and Decks
 - h. Walkway square replacement with PVC drain install
 - i. Privacy walls
 - j. Trees and shrubs
 - k. Unit walkways (not pavers)
 - l. Other repairs/replacements as determined by the Committees/Board

2. The Association is responsible for the first \$500-\$1000 of any single maintenance, repair or replacement needs due to normal wear or aging of components.

3. For expenses up to \$3,000 each, the Association will provide \$500. For expenses \$3,001 or higher, the Association will provide \$1,000.
 4. Homeowners are responsible for the balance of maintenance, repair or replacement costs over the Association's contributions per calendar year for the above-mentioned components. If the balance is not paid in full by the homeowner, legal action may be taken.
 5. HOA contributions will not be made if a homeowner opts to repair or replace an item outside of the committee's regular maintenance plan. The homeowner can still undertake the work at their own expense, but it must go through the Committee Chair, be an HOA-approved vendor, carry their own liability insurance and be approved by the BOD.
 6. The BOD is responsible for communicating with homeowners as to whether and what will be reimbursed by the Association. This is to ensure that we have as standard a process as possible.
 7. The HOA will be billed by the vendor for all work. This is to ensure prompt payment and a good working relationship with our vendors. The HOA will then bill the homeowner.
 8. The Association's contributions to the maintenance, repairs, and replacements will be paid either from the Operating Expense Account or from the Capital Reserve Account as determined by the Treasurer.
- B.** The Association is responsible for the following expenses related to normal wear and aging. The Association contributions to these repairs and replacements will be paid from the Capital Reserve Account.
1. Roof repair and replacement
 2. Driveway repair and replacement
- C.** Every unit owner **MUST** contact the appropriate committee (Landscape and Grounds or Building and Maintenance) before making any changes to the landscape, grounds, buildings, or anything attached to the building even if the unit owner intends to pay. The Committee Chairs will explain any necessary approval process. The Board will not pay for any changes made without approval. Any changes made without Board approval may be changed back by the Board at the owner's expense.
- D. Landscape Maintenance**
1. **General questions regarding landscape and grounds services or snow removal** should be directed to the Landscape and Grounds Committee in writing. (Verbal requests can get forgotten!) Unit owners shall not give instructions to any of the contracted maintenance workers. Please do not interrupt or delay the work being done. Address all questions to the Landscape and Grounds Committee. Repeated violations of this rule may be subject to a fine pursuant to Section S.
 2. **Changes to existing unit owner's landscaping by self** – flowering perennial and annual plants may be added, exchanged, replaced, or removed from existing flowers beds as long as it does not change the footprint of the flower bed. No written approval of the Board needed. These changes are done at the unit owner's expense.

3. **Changes to unit owner's landscaping by outside contractor** – *all* changes/additions must have a plan presented to the Landscape and Grounds Committee in writing for approval by the Board of Directors. All contractors, if not already used by the Association, must provide proof of liability insurance with the plan. These changes are done at the unit owner's expense.
4. **Removal and/or replacement of dead or badly damaged trees and shrubs in front of units** – request must be presented to the Landscape and Grounds Committee in writing for approval by the Board of Directors. If approved, the dead or badly damaged shrubs and trees will be removed and replaced by the Association according to Rules A.1-9 with trees and/or shrubs approximately equal in cost and quality to original plantings.
5. **Removal and/or replacement of dead or badly damaged trees and shrubs in limited common elements** (sides or backs of units) - request must be presented to the Landscape and Grounds Committee in writing for approval by the BOD. If approved, the Association will pay for the removal of dead trees in the back and side of a unit according to Rules A.1-9. If the unit owner would like the stump removed and/or the tree replaced, the request, plan and proof of insurance must be presented to the Landscape and Grounds Committee in writing for approval by the BOD and it will be at the expense of the owner.
6. **Removal of a living tree or shrubbery in a limited common element** - is at the sole discretion of the Association. The request must be in writing and submitted to the Landscape and Grounds Committee and include a landscaping plan for the area. If the Board determines that the removal is not necessary but approves of the removal and/or replacement, then the removal and/or replacement shall be at the unit owners' expense. Both unit owners in the building must agree with the removal/replacement at the unit owners' expense.
7. **Mulch, weeding and pruning all landscaping beds** - is the responsibility of the Association. All homeowners will be notified by email when the crews will be around to prune. All plants, bushes or trees that the homeowner does not want pruned should be tagged with a ribbon, visible to the landscapers. If a group of plants, bushes, etc. is not to be pruned then the homeowner must string off and tag the string with a visible ribbon, so the crew knows not to prune anything in this area. If no ribbons are visible, then the crews will prune all plants in the beds that require pruning.
8. **Requests for area-specific, extra applications of pest or weed control** - must be in writing and submitted to the Landscape and Grounds Committee for approval. The Association will apply, at its sole discretion, pest and weed control to lawns, trees, shrubs and plantings as needed.
9. **Landscaping or planting done without approval** - allows the Landscape and Grounds Committee, at its discretion, to submit a plan to the Board of Directors to bring the landscaping up to an acceptable standard at the expense of the owner. Any plantings done without approval may be removed by the Association at the unit owner's expense and the unit owner may be subject to a fine, pursuant to Section S.
10. **Mandatory watering** – If the Landscape and Grounds Committee determines that dry conditions are in effect, it will be communicated to the unit owners to have irrigation systems turned "on." If a unit owner fails to cooperate, the owner may be subject to fines and be required to pay the cost to remove, repair, and/or replace any common element or limited common element that the Board determines was damaged by the lack of water.

The goal of the Landscape and Grounds Committee is to keep our neighborhood looking beautiful, while not adding cost to maintain or cause damage to the buildings in the future.

E. Irrigation System

1. The Association shall provide for all irrigation system maintenance under the Grounds Maintenance Contract (as long as the problem is not caused by homeowner negligence).
2. The repair or replacement of the irrigation system, including but not limited to the reduced pressure vacuum breaker (RPZ) and the controller, shall be at the expense of the Association (according to Rules A.1-9) as long as the problem is not caused by homeowner negligence.
3. The annual testing of the reduced pressure vacuum breaker (RPZ) shall be at the expense of the Association.
4. Purchase, maintenance, and replacement of rain sensor systems is the responsibility of the homeowner with approval from the Landscape Committee Chair.

F. Snow Removal/Ice Control

1. Private walks and drives will be shoveled and/or snow blown as required. Snow will not be removed from private areas such as patios and decks or from public walkways.
2. Ice Control: The Springbrook Homeowners' Association shall apply a potash/urea mixture or similar product to walks and driveways as required. Rock salt is prohibited. Homeowners shall not apply rock salt to walkways or driveways.

G. Exterior Appearance and Changes (Please see G. #21 for approved colors and styles.)

1. Unit owners who have requests, questions or concerns regarding exterior ornaments/décor should submit them in writing to the Board of Directors.
 - a. Photos of all proposed ornaments/décor shall be submitted in writing prior to installation.
 - b. This committee will recommend acceptance of ornaments/décor or resolution of a concern to the Board of Directors for final decision
2. Unit owners shall not make any exterior alterations to buildings and grounds without prior written permission from the Board. Any requests for alterations shall be submitted to the appropriate committee for recommendation to the BOD.
3. Mailboxes must be of uniform design, form and color as approved by the Board of Directors.
4. Mailbox posts, mailboxes, light posts, garage light fixtures, and door light fixtures (front, back, deck, patio) are maintained by the Association. [Light bulbs not included.] Painting will be done as needed. In case of damage, the responsible party is accountable to pay for damages.
5. Patios and decks
 - a. No patio or deck will extend beyond the privacy separation between units.
 - b. The Association and the individual homeowner will share the cost of maintaining and repairing decks as specified below.
 - c. All repairs and replacements must be pre-approved by the BOD.
 - d. Units with a composite deck will not receive an Association contribution to repairs or replacement but will be power washed on a rotation basis at Association expense.
 - e. Patios with pavers (including those approved by the Association) must be maintained by the unit owner even if they were there when the current owner bought the unit. The Association will not contribute to the cost of cleaning, repairs, or replacement.

- f. Decks:
 - i. The Association is responsible for power-washing patios and power-washing and staining decks on a rotating basis as determined by the Building and Maintenance Committee. The rotation goal is three years but is always subject to approval by the BOD.
 - ii. The Association will repair/replace decks up to \$500 according to Rules A.1-9. Frequency of repairs will be recommended by the Building/Maintenance Committee and approved by the BOD.
 - iii. The Association recommends but does not require the homeowner to use composite material when replacing the deck.
 - g. Patios:
 - i. Patio repairs up to \$500 will be paid by the Association according to Rules A.1-9. The homeowners are responsible for the remainder of the cost.
 - ii. Frequency of repairs will be recommended by the Building/Maintenance Committee and approved by the BOD.
 - iii. Paver patio expenses are the responsibility of the homeowner.
 - h. The BOD reserves the right to require a unit owner to maintain their deck or patio at their expense, including a complete re-build as determined by the Building/Maintenance Committee.
6. Unit owners may install only the type and color of storms and/or screen doors and porch enclosures as approved by the Board of Directors. (See G. #21.)
 7. Unit owners shall not install pavers and/or tiles anywhere on the property without prior written permission from the Board of Directors. Any requests for pavers and tiles shall be submitted to the Building Committee for recommendation to the Board.
 8. Cabanas and gazebos are not permitted without the written approval of the Board of Directors. A plan and description of the structure must be submitted to the Board of Directors prior to installation.
 9. Solar panels and window air conditioners are not permitted.
 10. Basketball hoops both attached and free standing are prohibited
 11. Artificial flowers are not allowed in flowerpots, planters, or gardens
 - a. Silk flowers (not plastic) are allowed in wreaths/decor on front doors or next to front door.
 - b. One wreath/decor on front door or next to front door is allowed. (This rule does not apply to back patios and decks.)
 12. Lawn and garden ornaments
 - a. Ornaments are not allowed in the lawn (grassy) areas.
 - b. Garden ornaments (art) are only allowed in gardens (landscaped/mulched areas).
 - c. There shall be no more than 3 front garden ornaments and they will be no more than 60 inches tall.
 - d. All garden ornaments/décor placed in the gardens must be approved by the Board prior to installation.
 - e. Bird feeders, bird baths, and bird houses are allowed on the side and the back of the buildings within landscaped/ mulched areas.
 - i. These items must be kept in good condition and bird feeders filled with bird food.
 - ii. If not in use, these items shall be removed.
 - f. The Board retains the right to request removal of items from homeowners' gardens.

13. Front porches may be decorated with flowerpots, planters, hangings, and limited outdoor furniture.
 - a. These items may not obstruct the entrance to doorways.
 - b. One hanging planter or decorative art may be hung from the front porch roof crossbeams.
 - c. Flowerpots and planters must be planted with living flowers.
 - d. One chair and/or table may be placed on the front stoop OR a grouping of flowerpots (no more than 3) may be placed on the front stoop.
14. Furniture, planters, ornaments, or flowerpots, etc., may not block sidewalks for the safety of residents and visitors
 - a. Emergency personnel must be able to move quickly and without obstruction.
15. Exterior doors, storm doors, trim and garage doors must utilize type and colors approved by the Board of Directors. (See G. #21.) These expenses are the responsibility of the homeowner.
 - a. Front doors on both units of a building must be the same type and color.
 - b. Shutters on both units of a building must be the same color, style, and size. (When there is a change in the future to doors, trim, and garage doors that are presently not in compliance, they must be brought into compliance upon their change.)
16. Patio and/or deck furnishings such as furniture, umbrellas, outdoor art or plant materials shall not obstruct the view or be detrimental to the enjoyment of other residents or detrimental to the aesthetics of any other unit.
17. Holiday decorations are acceptable provided installation does not permanently damage the structure. All holiday decorations shall be removed within thirty (30) days of the holiday.
18. Retractable or fixed deck awnings are not permitted without the written approval of the Board of Directors prior to installation.
19. Proposed installation or replacement skylights or radon mitigation on any unit must be submitted to the Board for approval and associated costs are the responsibility of the homeowner.
20. Exterior Surveillance/Security Cameras
 - a. Unit owners shall not install any surveillance/security cameras without prior written permission from the Board of Directors.
 - b. Large and obtrusive systems are not allowed. Photos of all proposed camera systems shall be submitted to the Building and Maintenance Committee and Board approval must be given prior to installation.
 - c. No audio recordings are allowed.
 - d. It is the responsibility of the unit owner to ensure that the field of vision of the camera is limited to the limited common elements attached to his/her unit and that the field of vision does not violate any state, federal, or local laws concerning privacy. Board approval of the installation is NOT approval of the field of vision.
 - e. If an exterior surveillance/security camera is approved by the Board of Directors, all upkeep and repair of such, as well as any repairs to the unit needed because of the installation, presence, or removal of any component the camera system shall be the responsibility of the current homeowner, regardless whether installation was done by the present or previous homeowner.
 - f. If the exterior camera system is capable of recording, the Board of Directors may request, in writing, to review or receive copies of the recordings. Recordings so requested must be viewed or turned over to the Board within 1 week of the unit owner receiving the request.

21. Approved exterior colors and styles

a. Board-approved colors for Front Doors and Shutters:

Tan: Sherwin-Williams #7031 Mega Greige

Blue: Sherwin-Williams #6244 Naval

Burgundy: Sherwin-Williams #7585 Sun-dried tomato

Green: Sherwin-Williams #0041 Dard Hunter Green

Black: Sherwin-Williams #6991 Black Magic

White: Sherwin-Williams # 7005 Pure White

- i. Doors should be painted with an exterior semi-gloss finish to reduce fading from sunlight.
- ii. If both homeowners agree to paint their doors and want a different color than what is on the list, they may submit the color to the Building and Maintenance Chair to present to the Board for approval. If the color is approved, it will be added to the list.

b. Storm Doors

- i. Larson Full View Storm Doors: 149-FV, 149-FVE or Full View Retractable Screen 146-FV, 146-FVE.
- ii. Handle should be the same finish and color as your front door.
- iii. Color should be tan sandstone, same color as the gutters and siding or white.
- iv. Both units must have the same color storm doors.

c. Stain Color for Decks

Cabot's Woodtone Deck and Siding Stain: Cedar #19202.

d. Three White Street Sign Poles

Sherwin-Williams: #7005 Pure White Exterior Latex Semi-Gloss

e. Painted Decks

Not permitted.

22. Gutters

- a. Gutters will be cleaned bi-annually at Association expense. Additional cleanings will be coordinated with the Association's approved gutter-cleaning vendor at homeowner expense.
- b. Gutter guards may be installed at homeowner expense and must be purchased and coordinated with the Association's Building Committee Chair, use an HOA-approved gutter vendor, and approved by the BOD.

23. Foundations

- a. Foundation cracks will be repaired by the Association according to Rules A.1-9.
- b. Foundation repairs must be coordinated with the Chair of the Building Committee, use an HOA-approved vendor, and be approved by the BOD.

24. Chimneys

- a. Chimneys will be repaired by the Association according to Rules A.1-9.
- b. Chimney repairs must be coordinated with the Chair of the Building Committee, use an HOA-approved vendor, and approved by the BOD.
- c. Chimney vinyl siding will occur according to the Building Committee maintenance schedule. Cost of these repairs will follow Rules A.1-9.

25. Gable repairs and vinyl siding will occur according to the Building Committee maintenance schedule. Cost of these repairs will follow Rules A.1-9.

26. Driveways will be repaired and replaced by the Association according to Rules A. and B.

27. Roofs will be repaired and replaced by the Association according to Rules A. and B.

28. Walkways and cement stoops will be repaired and replaced by the Association according to Rules A. and B. Walkways and stoops with pavers are the responsibility of the homeowner. (Walkways are the path from the driveway to the front door.)

H. Exterior Lighting

1. All outdoor lighting is standard and may not be modified. No additions to outdoor lighting shall be made.
2. Permanent additional patio and deck outdoor lighting, solar lighting or bug control devices are not permitted except by written permission of the Board of Directors.
3. Turning on the garage and pole lights from dusk to dawn is mandatory.
 - a. Light sensors in light fixtures are suggested to allow for automatic on/off lighting.
 - b. Philips Dusk to Dawn 60-watt equivalent soft white LED – You do not need a sensor for these bulbs.
 - c. Holiday lighting is acceptable provided installation does not permanently damage the structure. All holiday lighting shall be removed within thirty (30) days of the holiday.

I. Windows

1. Window washing is the responsibility of the individual unit owner.
2. Unit owners are responsible for the maintenance, repair, or replacement of windows. The style of replacement windows should match those replaced and approved by the BOD.
3. If a unit owner wants to modify the appearance of a window, the change must be approved by the BOD. The construction must meet city code and must be installed by a licensed, insured contractor.

J. Garage, Motor Vehicle, and Recreational Vehicles

1. Garages:
 - a. Garage doors shall be kept closed except when entering and leaving.
 - b. Flammable or noxious materials shall only be stored in certified containers and the total amount must not exceed five gallons. Garage, driveways and parking spaces shall not be used for offensive or unsightly activities such as automobile repair.

2. Motor Vehicles:

- a. Automobiles are to be parked in the garage. Residents are not allowed to park their vehicles on SHOA streets or in their driveways from 10 pm to 6 am. The regular parking of automobiles on the street or in the driveways will not be permitted without the written consent of the Board of Directors.
- b. Inoperable, abandoned or junk vehicles are prohibited from parking in the subdivision. This includes vehicles without current license plates, current state inspection stickers, vehicles with flat tires, wheels missing, extensively damaged, or any other external signs of inoperability; and/or vehicles for which no owner can be found. If any such vehicle is parked in the subdivision, a notice will be affixed to its windshield. If the condition is not rectified within seven (7) days, said vehicle will be towed without further notice by the Association, at the owner's expense.

3. Recreation Vehicles and Trailers:

- a. Owners of recreational vehicles and trailers that are too large for parking in a garage shall make arrangements for the storage off property. They shall not be parked in driveways, streets or common elements, or used for living accommodations while on the property.
- b. Mini-bikes, trail bikes and snowmobiles shall not be driven on the property except on the roads for the purpose of entering or leaving the property. Storage of these vehicles or their trailers must be in the garage or stored off property.

K. Refuse Storage and Removal

1. Refuse shall be placed in plastic bags supported in a proper container in the garage unit. Individual containers outside the unit are not permitted.
2. It is the unit owner's responsibility to have the refuse container on the curb on the designated pickup day. Emptied containers are to be returned to the garage. Unit owners must comply with city ordinances with respect to timing. The city ordinance states the earliest refuse may be taken to the curb is 4:00 PM on the day preceding pickup and returned no later than 11:00 PM on the day of pickup.

L. Nuisances

1. Residents shall refrain from any activity that creates a nuisance to neighboring residents. Unit owners who recognize an activity as a nuisance or excessive are advised to try to work out an agreeable solution with the source of the nuisance. If not resolved/resolvable, see Method of Enforcing Rules and Regulations contained within this document.
2. Noise pollution.
3. Wind chimes that are loud or chime continuously are not permitted.
4. Interior audio equipment such as TV's and stereos must be placed and operated so that sounds do not penetrate separating unit walls or outside walls.
5. Unit owners must not operate exterior audio equipment such as speakers, boom boxes or stereos at volumes that are disruptive to neighbors.
6. Outside security alarm sirens, speakers, bells and strobes are prohibited.
7. All persons shall reduce the noise level between the hours of 10:00 P.M. and 8:00 A.M.

8. Disorderly behavior: Obnoxious or offensive activity that may be, or may become, an annoyance or nuisance to any resident shall not be permitted. Activities that may interfere with the quiet enjoyment of any resident are prohibited.

M. Pets

Rules apply to pets in either permanent or short-term residence, such as dog-sitting.

1. Only common domestic animals, such as dogs, cats and birds shall be permitted. The board of directors must approve the breed of a dog.
2. All dogs and cats shall be licensed and immunized as required by law.
3. There shall be no more than 2 household pets, each under forty (40) pounds mature weight, maintained in any unit unless prior written consent is given by the Board of Directors. The Board of Directors for any reason may withdraw such approval at any time upon ten days' notice to the pet owner. No exceptions will be granted to incoming buyers.
4. All pets shall be under control, kept on leashes or properly caged. Pets are not to run loose on the property or be secured on decks or patios unattended.
5. All pets will reside within their owner's dwelling. No structure for the care, housing, or confinement of any animal shall be maintained outside of the residence including enclosed fencing.
6. No pets shall be kept, bred or maintained for any commercial purpose.
7. Invisible fence systems are permitted in the backyard only. The grandfathering of the dog fences currently installed in the front yard does not convey to the new owners.
8. Pet owners are responsible to clean up after their pets on the property. If your pet is unleashed outside, you will be subject to a fine to be determined by the Board of Directors.
9. Any pet causing or creating a nuisance or unreasonable disturbance shall be permanently removed from the property upon 14 days written notice from the Board of Directors.

N. Television Systems/Antennas

1. Cable TV is available to each unit. Hookup, monthly fees and additional outlets are at the expense of the unit owner.
2. Exterior antennas, including satellite dishes, shall not be affixed to the exterior of any building, roof or be placed on the property, unless approved by the Board of Directors prior to installation. If an exterior antenna or satellite dish is approved by the Board, all upkeep and repair of such, as well as roof repairs to the unit needed because of the presence of the antenna or dish shall be the responsibility of the current homeowner, regardless of whether installation was done by the present or previous homeowner.

O. Garage Sales/Estate Sales

1. Garage Sales are prohibited due to traffic and safety considerations.
2. Estate sales are permitted but must be held inside the unit and no objects are to be displayed in the garage or outside. The sale must not exceed a three (3) day duration. No advertising signs are permitted unless approved by the Board of Directors.

P. Signs

1. Residents cannot display signs of any type for any purpose unless approved by the Board of Directors.
 - a. Security system signs may be displayed directly in front of the front porch pillar when possible.
 - b. An alternative can be to display the security system sign with a sticker in the lower window next to the front door.
2. One real estate sign may be displayed when a unit is for sale.

Q. Personal Items

1. The property shall be kept clean of rubbish, debris and other unsightly materials.
2. No clothes, sheets, blankets or laundry of any kind may be hung out or exposed on the property.
3. Personal items such as bicycles, toys, furniture, trailers, clothing, campers and other articles shall not be stored on the property including driveways, streets and parking lots.

R. Limited Common Elements & Common Elements

1. Limited Common Elements are those areas closest to the units, such as, walkways to front doors, front stoops, gardens next to units, patios, decks, and driveways. Limited Common Elements are for the personal use of the unit owner.
2. The Common Elements are simply described as all property except the units and Limited Common Elements. These areas are provided for the common good and therefore the following rules and regulations apply:
 - a. Camping is not permitted.
 - b. Driving vehicles on grass surfaces is strictly prohibited.
 - c. Tree houses, sheds, doghouses or any other type of construction is not permitted.
3. Any changes to the Limited Common Elements and the Common Elements need Board approval, except as specific elsewhere.

S. Winter Heat

1. All unit owners must maintain a minimum of 55 degrees whether the unit is occupied or vacant. Any damage resulting from non-compliance will be directly assessed to the unit owner.

T. Rental

1. A unit or a portion of a unit shall not be rented and no transient tenants are allowed.
2. All units are to be owner occupied only.

U. Method for Enforcing Rules and Regulations

1. A member of the Board of Directors or a designated appointee shall meet with each new unit owner to ensure they have access to a copy of the Rules and Regulations. A copy of the Declaration and the By-Laws can be provided electronically upon request. The unit owner shall review the documents. To ensure understanding for compliance, the representative shall review the Rules and answer any questions concerning them.
2. Any changes to the above-referenced documents shall be distributed by email to each unit and duplicate copies will be available through the Board of Directors. Possession of these documents is the responsibility of each unit owner. It is the unit owners' responsibility to keep current on all changes made to the Rules and Regulations. Unit owners are responsible for the actions of their guests.
3. Unit owners should report infractions of the Rules and Regulations to any Committee Chair or member of the Board of Directors. The Board will determine the appropriate actions to be taken.
4. The Board of Directors, at their discretion, may require a complaint in writing, stating the date, time and place of each infraction to be formally submitted to the Board. Upon submission of a written and signed complaint, the Board of Directors must immediately notify the unit owner of the alleged violation by telephone or email. A sample form for complaints is attached at the end of the Rules and Regulations.
5. Upon receipt of a written and signed complaint, the Board must investigate. If necessary, the appropriate Committee Chair will physically inspect the common element, limited common element, or within a unit.
6. If a written, signed complaint relates to a limited common element or a safety issue inside a unit, the unit owner must permit the Committee Chair and a properly licensed inspector to enter a unit for an inspection. The inspection will be conducted at a preselected date and time. Refusal to cooperate may be deemed an admission of the violation.
7. The President or Vice-President shall prepare a written notice of violation stating the alleged violation and the rule violated. The notice will be delivered to the unit owner by email and USPS. The notice will state the time and place of the meeting in which the Board will consider whether a violation has occurred and what actions will be taken. The Board meeting will be held in executive session. The unit owner may attend to present information for the Board's consideration.
8. Upon a determination that a rule has been violated, the Board of Directors may impose fines going back to the first date of the violation, begin legal proceedings or commence other actions as deemed necessary. In addition to any fines, the cost to remove, repair, and/or replace any common element or limited common element shall be charged to the responsible unit owner at the Board of Director's discretion.
9. After the executive session and in an open meeting, the Board of Directors, by majority vote, may impose a fine of up to \$100.00 per day from the first day of the infraction to the day that the violation is cured to the satisfaction of the Board. The unit owner will be notified of the amount of the fine and of any costs to remove, repair, and/or replace any common element or limited common element by email and USPS.
10. Nothing in this section shall interfere with or compromise any fees or actions taken by the Board of the Springbrook Homeowners' Association for late or non-payment of Association dues.
11. The Board of Directors must approve any short-term deviation from these Rules and Regulations in writing.

V. Payments of Fees and Dues

A penalty of \$15 will be charged to any homeowner whose Association dues are received after the 20th of the month in which they were owed. Payments received will be applied to the oldest receivable.

W. Method for Adding, Amending or Deleting Rules and Regulations

1. The Board of Directors has the sole authority to add, amend or delete rules and regulations. The Board shall notify homeowners of such actions. Any proposed changes in the rules and regulations must be discussed at a membership meeting called for that specific purpose (IL Condo Act 2024, Section 18.4.h).
2. Owners wishing to add, amend, or delete from a specific rule or regulation should make their request in writing to any member of the BOD. The Board shall refer the written request to the appropriate committee for review. At the recommendation of the committee, the BOD will act to either approve, reject or modify the request and revise the document accordingly.

X. Board Approval Policy

All decisions or approvals requiring a majority vote by the Board of Directors must be made during a board meeting and recorded in the minutes.

Y. Voting

1. Proxy voting is not allowed.
2. Unit owners may vote only by submitting an Association-issued ballot:
 - a. in person at the election meeting; or
 - b. to the Association or its designated agent by mail
 - c. to the Association or its designated agent by technological means.
3. A unit owner who submits a vote by mail or electronic or acceptable technological means may request and cast a ballot in person at the election meeting, thereby voiding any vote previously submitted by that unit owner.

Sample Complaint

A signed copy of a complaint must be sent by USPS to the Board of Directors, Springbrook Homeowners Association, at

Springbrook Homeowners Association

PO Box 15021

Loves Park, IL 61132-5021

Any photos or other proof of the violation must be submitted with the complaint.

Dear Board of Directors,

I, _____ name and address _____

am reporting a violation of the Springbrook Homeowners Association Rules and Regulations.

On _____ [date and time] _____,

[describe the violation] _____

at _____ [address or place where the violation occurred].

This is in violation of the _____ [state the rule from the SHOA Rules and Regulations] _____.

Sincerely,

[Signature]

[Printed name]