



**PARK EAST**  
**LAKE VIEW**  
**TOWN HOMES**

Date: Spring 2002  
To: Park East Homeowners  
From: Park East Board

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After a great deal of time and effort, the Board has revised the enclosed copy of the Rules and Regulations. Please place your copy in a convenient place in your home so you can refer to it when needed.

We have also enclosed a copy of the Guidelines for Recycling and Garbage Pickup that has been supplied by Waste Management.

Some guidelines that are helpful in determining what is allowed and what requires written permission:

- Nothing that is visible from the exterior of your unit may be added without the **written permission** of the management company.
- Garbage may not be placed outside your unit until the morning of pickup.
- Cleaning up after your dog is a must.
- Residents are not allowed to park in Guest Parking.

These are just a few of the guidelines that are necessary to continue to keep Park East the value-added community that we all enjoy.

You will be notified of the next Board Meeting, at which time these rules and regulations will be formally adopted.

Finally, we could narrow the communication gap between Board and Homeowners if you would add your e-mail address (it will not be shared) to our list. Please e-mail us with your address at: [parkeastboard@aol.com](mailto:parkeastboard@aol.com)

Thank you.

# TABLE OF CONTENTS

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## SECTION A

|    |  |   |
|----|--|---|
| 1. | INTRODUCTION .....                                     | 2 |
| 2. | DESCRIPTION OF CONTROLLING INTERESTS .....             | 3 |
| 3. | BOARD OF DIRECTORS .....                               | 4 |
| 4. | THE BOARD, BOARD MEETINGS AND ASSOCIATION RECORDS..... | 4 |
| 5. | GENERAL INFORMATION REGARDING THE PROPERTY .....       | 5 |
| 6. | USEFUL TELEPHONE NUMBERS .....                         | 6 |
| 7. | MANAGEMENT INFORMATION .....                           | 7 |

## SECTION B

### ASSOCIATION/HOMEOWNER AREAS OF RESPONSIBILITY

|    |   |   |
|----|---|---|
| 1. | MAINTENANCE MODIFICATION<br>CHART/ LETTER OF INTRODUCTION ..... | 8 |
| 2. | MAINTENANCE MODIFICATION CHART .....                            | 9 |

## SECTION C

### RULES AND REGULATIONS

|    |  |    |
|----|--|----|
| 1. | POLICY CONCERNING MONTHLY MAINTENANCE ASSESSMENTS..... | 13 |
| 2. | COMPLAINT AND HEARING PROCEDURE .....                  | 14 |
| 3. | FINE SCHEDULE .....                                    | 16 |
| 4. | PETS .....   | 18 |
| 5. | VEHICLE OPERATION .....                                | 19 |
| 6. | GARBAGE .....  | 22 |
| 7. | LANDSCAPING AND STRUCTURAL CHANGES .....               | 23 |
| 8. | SALES AND RENTALS OF UNITS .....                       | 27 |

# SECTION A

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## 1. INTRODUCTION

Your Board of Directors takes great pleasure in welcoming you to the Park East Townhome Condominium Association. You are an integral part of a community that has grown in pride and increased in value. Over the past years your investment in your home and community has appreciated significantly.

The Park East Board of Directors takes pride in presenting the latest revision of the Park East Townhome Condominium Handbook. A great amount of time and effort was devoted to this revision project. The fruits of the project have yielded updated policies, procedures, rules and regulations and community information. In addition, portions of the Handbook have been reformatted so that the information can be easily located.

You are invited to review and retain this information. You are responsible for abiding by the provisions in the Handbook, and further responsible for updating it as new material is published. During a sale, this document, along with any other legal documents pertaining to your unit, must be transferred to the new owner(s).

In closing, your Board has worked hard to develop the contents, which consider homeowner individuality and Association common interest. The delicate balance between the individual and community must be monitored constantly and considered if Park East is to maintain its pleasant environment and your valuable investment. We believe that Park East has gone a long way in achieving this goal.

Very truly yours,

*The Park East Townhome Condominium Association  
Board of Directors*

## 2. DESCRIPTION OF CONTROLLING INTERESTS

Statement of Policy - The Board of Directors of the Park East Townhome Condominium Association believes, as a matter of policy, that it is important to clearly define the various ownership interests. The development of this policy statement serves several purposes:

- To more adequately define the basic ownership interests as “unit”, “common elements” and “limited common elements”;
- To allocate responsibilities for maintenance and repair of the respective ownership interests;
- To identify the various insurable interests and responsibilities for each;
- To establish a basis for claims management for the primary layer (deductible) of insurance coverage;
- To provide a framework for future short-term and long-term financial, operating and capital expenditure plans.

Several general comments may be made concerning the delineation of the respective ownership interests:

- The Illinois Condominium Act as amended, and the Declaration of Condominium Ownership, and By-Laws of the Park East Townhome Condominium Association shall be the governing documents;
- All disputes regarding allocation of interests of one of the three main categories (unit, common elements, limited common elements) shall be resolved by reference to one of the above mentioned documents;
- All personal property acquired by a unit owner shall be the exclusive responsibility of the unit owner;
- All unit owners shall be responsible for any alteration made to the unit, limited elements or common elements which is intended to benefit the unit owner, regardless of whether the Board of Directors has granted express or implied approval;
- All unit owners must submit to the Board of Directors a written request and receive a written approval from the Board prior to commencing any alteration to a common element or limited common element; i.e., shrubs, patio, lights.
- By undertaking any alteration, whether to a unit, limited common element or a common element, whether with or without permission from the Board, the Board, its officers, agents and the Association shall be released from any liability and shall be indemnified by the unit owner for any personal injury of property damage and all costs in connection with prosecuting, defending, or otherwise, and legal or other form of action which may arise directly or indirectly as a result of the alteration. A statement of release and indemnification shall accompany all written approvals sent by the Board. However, failure to do so shall not in any way waive such release or indemnification. This position must be taken as the Board is not in a position to police, supervise or maintain alterations made by unit owners.

The following shall constitute the definition of the ownership interests:

UNIT -

COMMON ELEMENTS -

LIMITED COMMON ELEMENTS -

The definitions of these terms are contained in the Association's Declaration. The same definitions apply with respect to the Rules and Regulations

CONDUCT - Willful misconduct shall not be tolerated towards, but not limited to, the following: residents and/or guests of the Association, Board members, management, employees of the Association, contractors of the Association, or committee members. Misconduct shall be deemed to include physical and/or verbal abuse.

In certain limited and reasonable circumstances, the Board may adopt such Rules and Regulations regarding the maintenance of common elements and limited common elements.

### 3. **BOARD OF DIRECTORS**

Park East Townhome Condominium Association

DIRECTORS and OFFICERS:

President

Treasurer

Secretary

Director

Director

### 4. **THE BOARD, BOARD MEETINGS AND ASSOCIATION RECORDS**

The Board of Directors of the Park East Townhome Condominium Association consists of members who are elected at the Annual Meeting held in November of each year. The members serve a two-year term, with two members elected at the Annual meeting of even-numbered years and three members elected in odd-numbered years. The Board selects its President, Secretary and Treasurer from among its members.

The Board of Directors has established a policy of bi-monthly Board meetings.

The Board is responsible for ensuring that the Association is properly managed and that the Declaration, By-Laws, Rules and Regulations, and State Law are not violated. To that end, the Board has provided for the enforcement of these provisions through the procedures enumerated later in this booklet.

Property Manager should be called directly for maintenance-related problems. Board members are not to be called at their homes.

The manager may request emergency information and/or other information that may be required by law. The forms for such information must be returned by the date stipulated. Information contained in these forms shall be retained by the manager in a confidential manner for use in emergency situations.

Lists of unit owners and other information may not be used for any commercial purposes by any unit owner, other person or entity.

## 5. **GENERAL INFORMATION REGARDING THE PROPERTY**

The Park East Townhome Condominium Association is located in unincorporated Lake County at the southeast corner of Vernon Township. As an unincorporated area, Park East does not receive “municipal” services. The Lake County Sheriff provides police protection, the Vernon Fire Protection District provides fire protection and the Association contracts for waste disposal.

As a part of township government, Vernon Township provides snow removal and road repair for Inverrary Lane, with the Association responsible for any work on the Park East streets. The Township provides a free vehicle sticker to residents of the unincorporated area and its office is a location for voter registration. The Vernon Township offices are located at 3050 N. Main in Buffalo Grove, Illinois. Main is left (West) of Route 22 from Milwaukee, continue West until you reach the tracks, then a sharp right (North); it is located on the left hand (West) side of Main. The telephone number is (847) 634-4600.

There are 112 units in the development.

No parking is permitted on Inverrary Lane. However, permission for guest parking on Inverrary Lane may be obtained by contacting the Lake County Sheriff’s office prior to an event.

*Public Transportation - Metra train service to Chicago via:*

- Chicago to Fox Lake Suburban Service
  - Deerfield Train Station
  - Lake Cook Road Train Station
- North Central Service (Chicago-Antioch)
- Buffalo Grove, 825 Commerce Ct. (off Deerfield Pkwy.)

There is a township shuttle bus that transports area residents to and from the Metra station. This bus travels along Inverrary Lane and provides only “rush hour” service. Also, there is a more individualized service available during the day. For information on the bus schedule and other services, contact the Vernon Township office at (847) 634-4600.

The area is also serviced by PACE buses that travel along Milwaukee Avenue. For information on these bus routes and schedule contact the RTA at (312) 322-6777

Park East residents receive library service from the Vernon Public Library District. The library is located at 300 Old Half Day Road, Lincolnshire, Illinois.

Governmentally, Park East is located within the following districts:

- 10th Congressional District
- 60th State Representative District
- 30th State Senate District
- 21st Lake County Board District

Park East residents are in Lake County, Vernon Township Precinct 255, and vote at the Chevy Chase Clubhouse.

The Park East Community is served by the following public schools:

- Aptakisic-Tripp Elementary School District #102
- Aptakisic School           1231 Weiland Road           (847) 645-5300
- Pritchett School           200 Horatio Blvd.           (847) 520-0870
- Meridian Middle School 2195 Brandywine           (847) 634-1050  
(All Located in Buffalo Grove, Illinois)
- Adlai Stevenson High School District #125  
16070 W. Highway 22, Lincolnshire, Illinois           (847) 634-4000

**6. USEFUL TELEPHONE NUMBERS**

All 847 Area Code unless otherwise noted.

**EMERGENCY**

- Lake County Sheriff (Police)           911
- Vernon Fire Protection District           911
- Paramedics           911

**NON-EMERGENCY**

- Lake County Sheriff (Police)           608-3550
- Vernon Fire Protection District           634-3216
- Paramedics           634-3216

**OTHER**

- Property Manager - Foster / Premier Inc.           459-1222           *fax 459-1240*
- 24 Hour Emergency Number           459-1222
- Vernon Township Offices           634-4600
- Deerfield Post Office           945-0257
- Northern Illinois Gas           729-4300

- Commonwealth Edison 1-800-334-7661
- Vernon Public Library 634-3650
- RTA (PACE bus and Metra Train) 1-312-322-6777
- Ameritech 1-800-942-1791

7. **MANAGEMENT INFORMATION**

The Board employs a management firm to handle the day-to-day administration of the Park East Townhome Condominium Association in the manner directed by the Board.

The management firm's responsibilities are numerous. They range from calculating and collecting monthly assessment fees from each unit owner, helping the Board prepare an annual budget, and handling homeowner problems, to obtaining bid for projects such as painting, landscaping, and snow removal and ensuring that each contractor is fulfilling the job requirements.

In emergency situations, the managing agent, police (sheriff) and fire personnel or duly authorized agents of the Board may need to enter a unit. Owners will be contacted prior to such entrance should circumstances permit such prior notification.

Should you have any questions or need help in any matter relating to your home or the Association, please contact the property manager.

The current management firm is: Foster / Premier Inc.  
 750 W. Lake Cook Road, Suite 190  
 Buffalo Grove, IL 60089-2084  
 (847) 459-1222  
 (847) 459-1240 Fax

Foster / Premier Inc.'s hours are from 9:00 A.M. to 5:00 P.M. Monday through Friday. Emergency calls are answered by an answering service and referred immediately to Foster / Premier Inc.'s representative.

Residents and owners are encouraged to contact the management firm concerning Association related matters. However, abusive and harassing treatment of the property manager shall be deemed to be a violation of these Rules and Regulations and subject to reporting and normal enforcement procedures.



## SECTION B

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### ASSOCIATION/HOMEOWNER AREAS OF RESPONSIBILITY

#### 1. MAINTENANCE MODIFICATION CHART/LETTER OF INTRODUCTION

This is an explanation of the following Maintenance Modification Chart approved by the Board in 2001, to give you an “at-a-glance” indication of what is a homeowner’s responsibility as opposed to what the Association maintains.

Please note that there are items listed under the addition/modification column that require Board approval at all times prior to any work being undertaken. Your request must be put in writing, together with any supporting documentation/plans of the proposed addition/modification.

Violators are subject to the fine schedule detailed in the Rules and Regulations.

You will also note that there are several items listed to which the Board will not consider allowing a modification or addition. Please keep this document, but feel free to call the management company should you have any questions.

Thank you.

*Park East Townhome Condominium Association  
Board of Directors*

**THE FOLLOWING CHART IS SOLELY INTENDED AS A SUMMARY OF  
COMMON MAINTENANCE AND MODIFICATION ISSUES. IT DOES  
NOT CONSTITUTE A PART OF THE ASSOCIATION’S DECLARATION.  
IN THE EVENT OF ANY ERROR, OMISSION OR AMBIGUITY IN THE  
FOLLOWING SUMMARY, THE ASSOCIATION’S DECLARATION  
WILL CONTROL.**

2. **MAINTENANCE MODIFICATION CHART 2001**

| Request                                       | <i>Responsibility</i> |            |     | <i>Addition/Modification</i> |   |
|---|-----------------------|------------|-----|------------------------------|---|
|   | Assn                  | Unit Owner | Yes | No                           | Comments  |
| 1. ADDRESS NUMBERS                            | X                     |            |     |                              | House numbers must be those provided exclusively by the management company. Unit owners cannot replace their house numbers. This is determined specifically by the Board and management company and must be uniform throughout the complex. |
| 2. AIR CONDITIONER<br>(Whole house)           |                       | X          | X   |                              | Unit owner is responsible for maintenance of the air conditioner and base.  |
| 3. AIR CONDITIONERS<br>(Window unit)          |                       |            |     | X                            | Window air conditioners are not permitted.  |
| 4. ANTENNA SYSTEM<br>(Master)                 | X                     | X          | X   |                              | Association will maintain all components in the master system up to the two outlets originally provided. If a unit owner has modified the system, they will be responsible for those changes and any effects on the overall system.         |
| 5. ANTENNA CABLE<br>(VCR runs, extra outlets) |                       | X          | X   |                              | All unit owner cables for TV, or VCR's connecting one room to another, or one floor to another must be done through the interior of the unit. <u>There are to be no external runs of cable on siding or across rooflines.</u>               |
| 6. ANTENNA<br>(External)                      |                       |            |     | X                            | No antennas, other than the master antenna, are permitted on exterior of units.   |
| 7. ATTIC ROOF FAN                             |                       | X          | X   |                              | The attic fan must be installed on backside of roof. It must be installed so the highest point of the fan is lower than the roof peak. Any maintenance to fan is unit owner responsibility.   |
| 8. AWNINGS                                    |                       |            |     | X                            | No awnings are allowed on exterior of building.   |
| 9. BARBECUES<br>(Gas)                         |                       | X          | X   |                              | Lake County code requests black iron pipe be used from meter into ground, then near pedestal change to copper piping.   |
| 10. BASEMENT<br>FINISHING                     |                       | X          | X   |                              | In maintaining the foundation etc., any work done by the Association WILL NOT include the tear down or repair of finished parts of the basement. Damage caused by water, etc. to carpet or walls, is not covered by the association.        |
| 11. BASEMENT FLOOR<br>(Cracks)                |                       | X          |     |                              | Unit owner responsibility.<br>For basement walls, see Item #29  |
| 12. BASKETBALL HOOP<br>(Garage Mounted)       |                       |            |     | X                            | Not allowed   |
| 13. BAY WINDOWS                               |                       |            |     | X                            | Not allowed   |
| 14. CARPETING<br>(Patio/front stoop)          |                       |            |     | X                            | Not allowed   |
| 15. CAULKING                                  | X                     |            |     |                              | As needed on painting schedule.   |
| 16. PATIO LIGHT                               |                       | X          |     |                              | Unit owner responsibility   |
| 17. BACKYARD<br>POST LIGHT                    | X                     |            |     |                              | These lights are routinely inspected. Please call management if you notice any not working.   |
| 18. CHIMNEYS                                  |                       | X          |     |                              | Unit owner is responsible for maintenance and annual cleaning   |

| Request                                    | Assn | Unit Owner | Yes | No | Comments  |
|--|------|------------|-----|----|---|
| 19. COACH LIGHTS<br>(Front door)           |      | X          |     |    | Unit owner responsibility.<br>Fixture must be standard to Association   |
| 20. COACH LIGHT<br>(Garage)                | X    |            |     |    | Association maintains.  |
| 21. CONCRETE - ALL                         | X    |            |     |    | Association replaces or repairs concrete cracks if they become hazardous. Cosmetic cracks do not warrant replacement.   |
| 22. DOORS<br>(Front/patio/fm.room)         |      | X          |     |    | Owner responsibility. Style and color must be approved by Board prior to installation.  |
| 23. DRIVEWAYS                              | X    | X          |     |    | Association repairs asphalt and seals driveways periodically. However, any unusual damage to driveway (i.e.excessive oil damage or any damage from vehicles parked on driveway) unit owner will be asked to make necessary repairs at their own expense.        |
| 24. DRYER VENT                             |      | X          |     |    | Unit owner responsibility.  |
| 25. ELECTRICAL - All                       | X    | X          |     |    | Assn. will caulk all external electrical items only.  |
| 26. EXTERMINATING                          | X    | X          |     |    | Association will spray exterior of buildings for <b>wasps</b> , etc.  |
| 27. FIREPLACE                              |      | X          | X   |    | Units that don't have fireplaces can add them in the standard location and methods. Lake County Building Permits are necessary and inspection before enclosing by County Inspectors and Association is required. Annual inspection and maintenance recommended. |
| 28. FLOODING<br>(Basement)                 |      | X          | X   |    | Association, if possible, will find and correct external causes of flooding. The unit owner is responsible for any internal flooding (i.e. broken pipe or water spigot), and any damage caused by any flooding interior or exterior.                            |
| 29.FOUNDATION WALL<br>(Basement)           | X    |            |     |    | Cosmetic defects are not repaired.  |
| 30. FRONT DOOR<br>MOLDINGS                 |      | X          | X   |    |   |
| 31. FURNACES                               |      | X          |     |    | Unit owner responsibility. Annual inspection and maintenance recommended.   |
| 32. GARAGE FLOOR                           | X    |            |     |    | See Concrete  |
| 33. GARAGE HEATER<br>(Permanent installed) |      | X          |     |    | Board approval is required.   |
| 34. GARAGE DOORS/<br>WINDOWS               |      | X          |     |    | Unit owner responsible for condition, maintenance, repairs or replacement. Garage doors should be closed at all times when not in use. Garage window must be covered. Coverings must be neat, clean blinds, shutters or solid, neutral-colored curtains.        |
| 35. GAS METER / LINES                      |      | X          |     |    | Unit owner responsibility.  |
| 36.GUTTERS/FLASHING                        | X    |            |     |    | .   |
| 37. HANGING PLANTS                         |      |            |     | X  | Hanging plants not allowed on buildings.  |
| 38. HOLIDAY<br>DECORATIONS                 |      | X          |     |    | Permitted no sooner than 3 weeks before and no later than 3 weeks after a holiday.  |
| 39. HUMIDIFIERS                            |      | X          |     |    |   |
| 40. INSULATION                             | X    | X          | X   |    | Additional insulation can be added to a unit.   |
| 41. APPLIANCES                             |      | X          |     |    | Unit owner responsibility.  |
| 42. LANDSCAPING<br>(Front Courtyard)       | X    |            |     |    |   |
| Request                                    | Assn | Unit Owner | Yes | No | Comments  |

|                                   |   |   |   |   |   |
|-----------------------------------|---|---|---|---|---|
| 43. LANDSCAPING<br>(Garage Side)  | X | X | X |   | If original plantings, Association will maintain.   |
| 44. LANDSCAPING<br>(Rear)         |   |   |   |   |   |
| 45. MAILBOXES                     | X | X | X |   | The unit owner will maintain slot mailbox. Check with Management for guidelines.  |
| 46. PATIO                         |   | X | X |   | Maintenance is owner's responsibility.  |
| 47. PATIO DECK                    |   | X | X |   | Guidelines:. Cannot be higher than patio entrance. Cannot be enclosed by railings or bushes. Must allow access to maintain buildings, utilities, fences, and downspouts. Board approval required. Association would not be responsible for the removal or reconstruction of deck if there is a need to remove part or all of deck for the purpose of maintaining the building or grounds in that area.  |
| 48. PAINTING /CAULK<br>(Exterior) | X |   |   |   | Colors and painting schedule to be determined by Board.   |
| 49. PLUMBING/ SEWER<br>LINES      | X | X |   |   | Association will repair water leaks at soil pipe or water main inlet ONLY. A soil pipe is the plastic piping for waste materials at the point that it exits the house. (i.e. in the basement just below the fuse panel)   |
| 50. FRONT STOOP<br>RAILING        |   | X | X |   | Board approval is required.   |
| 51. ROOFING                       | X |   |   |   |   |
| 52. ROOF VENTS                    |   | X | X |   | Additional roof vents can be added by the unit owner for added air circulation. Roof vents may be added to upper roof only - not to front side of garage roof. Roof vents must be similar to existing ones - square low lying roof vents. No rotating roof vents. Mesh screening for vent is required to prevent animal infestation within units' crawl/attic spaces. Maintenance and cost of both vents and animal mesh is the responsibility of the unit owner. |
| 54. SEWER / DRAIN<br>BACKUP       |   | X |   |   | The floor drain connects directly to interior sump pump. If the drain backs up, it usually means the sump pump is not working. Some unit owners have installed battery back-up interior pumps in case of loss of electric power.  |
|                                   |   |   |   |   |   |
| 55. SIDING (EXTERIOR)             | X |   |   |   |   |
| 56. SKYLIGHTS                     |   |   |   | X | Not allowed.  |
| 57. SNOW REMOVAL                  | X | X |   |   | Association is responsible for streets, driveways and parking areas. Note: Some snow will be left in front of garage door and mailbox by plows. Also, driveways may be reduced in size due to excessive amounts of snow. Association does no hand shoveling of drives or walks. This is unit owner responsibility.  |
| 58. STORM DOOR (front)            |   | X |   |   | Owner responsibility. Style and color must be approved by Board prior to installation.  |

| Request  | Assn | Unit Owner | Yes | No |   |
|--|------|------------|-----|----|---|
| 59. STORM DOOR<br>(Family Room Door into Garage) |      | X          |     |    |   |
| 60. STORM DOOR<br>(Patio)                        |      | X          | X   |    | This must be sliding door variety - not hinged. Style and color must be approved by Board.  |
| 61. STORM WINDOWS                                |      | X          | X   |    | Storm windows can be changed. Style and color must be approved by Board.  |
| 62. STRUCTURAL INTEGRITY OF UNIT                 | X    |            |     |    | Association will maintain those items that pertain to the structure of the unit.  |
| 63. SUMP PUMPS<br>(Basements)                    |      | X          |     |    | Some unit owners have installed battery back-up interior pumps in case of loss of electric power.   |
| 64. SUMP PUMPS<br>(Outside)                      | X    |            |     |    | Please call the management company if you see that the light on the pump is out.  |
| 65. TELEPHONES/Wiring                            |      | X          |     |    | No external wires allowed on the building.  |
| 66. TREES  |      | X          | X   |    | By request and approval, some additional trees can be planted outside fence area in common area. Board approval required.   |
| 67. WATERING                                     |      | X          |     |    | All watering is done by unit owners, especially the grass, mounds and trees. The lack of watering will cause higher replacements and eventually higher assessments. Please water.   |
| 68. WATER DAMAGE<br>(Walls - Ceiling)            | X    |            |     |    | Damage caused by exterior water only. The Association makes repairs to interior up to the first coat of paint. If unit owner has special paint or wall covering, etc., repairs are the responsibility of the unit owner.  |
| 69. WATER SOFTENER                               |      | X          |     |    |   |
| 70. WATER SPIGOT<br>/VALVE (Front and rear)      |      | X          |     |    | Any damage caused by a valve bursting in your unit or adjacent unit is the unit owner's responsibility.   |
| 71. WINDOWS                                      |      | X          |     |    | All windows, sashes and jams are the responsibility of the homeowner. Association will paint the exterior.  |
| 72. WINDOW WELLS /<br>DRAINS                     | X    | X          |     |    | Association will maintain the window well frame and metal work and inspect them when holding water. Unit owner is responsible to see that drain holes are kept clear of debris. It is strongly recommended that owners install fiberglass window well covers to keep water and animals out. |

## SECTION C

### RULES & REGULATIONS

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#### 1. POLICY CONCERNING MONTHLY MAINTENANCE ASSESSMENTS

The monthly payments required of all unit owners are essential for the orderly and proper management of the buildings and common areas we all share. The payments must be made on time, made payable to the Park East Townhome Condominium Association and mailed to the designated depository on/or before the first day of each month.

The Board determines the monthly maintenance assessment based on the annual budget and the percentage of ownership of each unit. The budget covers the standard calendar year and is approved by December 1st for the following year. The budget includes current operating expenses as well as reserves for repair and replacement of common elements.

Other charges which might be included in addition to an owner's monthly assessment fee would include any fines assessed, attorney fees in collecting delinquent assessments from that owner, and the charges incurred by the Association for repairing or replacing limited common elements.

Owners of record or beneficiaries of a land trust are ultimately responsible for the payment of the assessment.

The Board has established the following rules and procedures to handle the collection of the monthly maintenance assessments.

- A. All assessments are due the first of each month.
- B. Assessments received after the 15<sup>th</sup> of the month are deemed late. Payments must be received at the lock box by the 15<sup>th</sup> of the month. Payments will not be accepted at the management office. An administrative fee (late charge) of \$25.00 will be automatically assessed to the account of each unit owner whose assessment is not received by the 15<sup>th</sup> of the month in which it is due.
- C. Any payment of less than the full amount of all assessments and other charges due in any given month also shall be deemed late and subject to a \$25.00 administrative (late) fee.
- D. Assessments paid with a check which is returned by the financial institution of the person paying the assessment as "uncollectible due to non-sufficient funds" or other reasons shall incur an additional fine of \$25.00 to be added to any financial institution charge and the Association's administrative (late) fee.

- E. Owners who are delinquent in the payment of their monthly assessment due to illness, job loss or similar cause are encouraged to maintain frequent contact with the managing agent. Payment plans are arranged on an individual basis at the request of the delinquent owner, and will be accepted solely at the Board's discretion.
- F. The Board may waive administrative (late) fees under appropriate circumstances as determined by the Board.
- G. The management agent will assess the \$25.00 administrative (late) fee and may commence appropriate action to collect delinquent assessments on the 16<sup>th</sup> of the month the assessment is due. Delinquent assessments may be referred automatically for collection to the Association's attorney or a collection agency, as appropriate, for prompt action. Time of referral is at the discretion of the Board and may be for a delinquency of as little as one month. This is especially likely in the case of repeated delinquencies.
- H. Unit owners who are delinquent in assessments and/or other charges shall be subject to legal action in accordance with the provisions of the Declaration and By-Laws and Illinois law. Once collection action has commenced, the unit owner shall be liable for all costs involved in the collection process, including the Association's attorney's fees. The unit owner shall remain in default of his/her obligations until the assessments, the administrative fees, and the costs of collection and any other charges are paid in full.
- I. Legal action to be undertaken on behalf of the Association may include, but is not limited to, obtaining a judgment for the monies due, obtaining a judgment for possession of the unit, evicting the owner from the unit, placing a lien against the unit and/or instituting a foreclosure action.
- J. Any owner who enters into a payment plan for past due assessments and who violates any term of that payment plan shall be liable for immediate payment of all outstanding obligations and other charges. Also, that owner shall be ineligible for participation in any future payment plan without the express authorization of the Board.
- K. Any legal or other charges incurred in the collection process shall be borne by the unit owner.

## 2. COMPLAINT AND HEARING PROCEDURE

Statement of Policy - A condominium form of living requires each resident to give up some personal freedom for the common good of the Association as a whole. In addition to the ownership interest each unit owner has in his or her unit, each unit owner shares in a stated percentage, an undivided interest, in the common and limited common elements. Therefore, every unit owner must take a personal interest in the environmental well-being

of his or her neighbors and the status of the common and limited common elements. To this end of improving and maintaining the Association's living environment, the Board of Directors must and has adopted various rules and regulations. Further, the Board of Directors has accepted the following procedures for enforcing these rules and regulations.

A. COMPLAINT

1. Homeowners should endeavor to resolve personal differences among and between themselves. The Board of Directors is not a police department, nor can it interfere in purely personal disputes.
2. A unit owner or managing agent can file a complaint against another unit owner for an infraction of an Association policy, rule or regulation.
3. Verbal or anonymous complaints will not be accepted. Every complaint must be written, dated and contain at least the following information:
  - a. Name, address and telephone number of the complaining unit owner or tenant.
  - b. Name and/or address of the unit owner or tenant against whom the complaint is directed.
  - c. Date, time and location and detailed description of the offense.
4. A complaint will not be considered without the required information unless particular circumstances dictate otherwise, if filed more than 30 days following the occurrence, or if it lacks sufficient information for processing.
5. All written complaints must be forwarded to the Managing Agent's corporate offices.

B. COMPLAINT INVESTIGATION AND NOTIFICATION

1. The person charged with the violation will be given written notice of the complaint, informing him/her of a time and place where the Board of Directors will conduct a hearing to review the complaint. At that time, the person will have the opportunity to defend himself/herself. All hearings will proceed with or without the presence of the accused owner. If the complaint concerns a tenant's conduct, then a copy of the notice shall be sent to both the resident tenant and the unit owner.

C. BOARD OF DIRECTORS MEETING.

1. At the regularly scheduled meeting, the Board of Directors shall consider each violation. A vote will be taken as to the disposition of the violation.



D. ACTION FOLLOWING BOARD VOTE

1. Upon resolution of a complaint by the Board of Directors, the managing agent shall notify in writing the unit owner or tenant and the complaining resident of the disposition of the complaint. In instances involving a complaint brought against a tenant, notice of the Board of Directors' disposition shall be sent to the unit owner.
2. In cases where disposition involves a fine, the owner must pay the fine with the next assessment payment. Failure to make payment within this time period shall subject the unit owner to all of the legal remedies necessary for the collection thereof.
3. 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 all legal remedies to compel enforcement. Any and all costs and attorney's fees shall be paid by the offending owner at the time they are incurred.
4. In the event any violation has resulted in damage to any property, the unit owner will be given notice to correct the damage. If the damage has not been corrected within ten days or such other agreed upon time after a finding of guilty has been made, the Association will proceed to have the violation corrected and the unit owner shall be assessed for the full cost of all aspects of the repairs requested.

E. QUALIFICATIONS TO BECOME A BOARD MEMBER

1. Must be an owner/resident or trustee of the land trust.
2. Must not have been delinquent in assessments for the past 12 months.
3. Must not have been late in assessment payments more than twice in the past 12 months.
4. Has no fines or liens against their unit.

F. MISCELLANEOUS

1. All written notices shall be given by first class mail property addressed and stamped.

3. FINE SCHEDULE

The following schedule of fines shall apply to violations of the Rules and Regulations, the Declaration, and the By-Laws, or a direct order of the Board.

- |                                 |  |
|---------------------------------|--|
| • First Violation               | Board Discretion - Warning to \$100.00 |
| • Second Violation of same rule | \$150.00 Fine                          |
| • Third Violation of same rule  | \$200.00 Fine                          |
| • Fourth Violation of same rule | \$250.00 Fine                          |

*Note: There are some violations that carry their own immediate fine.*

- Improper display of “For Sale” signs \$75.00
- Improper disposal of garbage \$50.00 per day
- Failure to pick up after dog \$100.00 per occurrence
- Throwing shoreline rocks into the lake \$100.00 per act
- Knocking down / breaking fence boards \$100.00 per act plus the cost of repairs
- Destroying or moving planter boxes Cost of repair or replacement

***Note: No signs or notices may be attached to any Park East signs or signposts (Stop, No Parking, Speed Limit, mailboxes or entrance signs).***

#### 4. PETS

Statement of Policy - The Association recognizes that some homeowners desire to own pets. Further, the Association recognizes that many such pets require regular access to common and limited common elements. However, not all Association members have pets or care to be subjected to the problems that pets can create. Therefore, unit owners and tenant pet owners are obligated to respect the rights of other residents and the Association in general. Pets cannot be permitted to infringe on other residents' enjoyment of the property, cause damage or destruction of common or limited common elements, or pose a health hazard to the Association.

##### A. MAINTENANCE OF PETS

1. No more than two domesticated, non-dangerous, uncaged pets are permitted to be maintained in any unit on the property. Animals are not allowed to be bred or maintained for any commercial purpose. The Association may take legal action against any owner who has more than two uncaged pets. All legal fees would be the responsibility of the owner.
2. When pets are outside in the fenced-in back or front area of the unit, they must not have access to common areas, and must be leashed. Pet owners are not allowed at any time to leave leashed pets outside unattended. Leashes must not be in the ground or attached to trees, bushes or any exterior portion of the building. Any such ropes, leashes, or stakes can be removed by agent of the Park East Condominium Association.
3. All pets taken through common elements shall be restrained by a leash no longer than 10 feet. No pet shall be permitted to roam free and unrestrained regardless of obedience of the pet or presence of the unit owner or tenant.
4. The unit owner or tenant is absolutely responsible for his or her pet's conduct. No pet shall be allowed to create a nuisance or unreasonable disturbance, including excessive barking.
5. The unit owner or tenant must clean up **IMMEDIATELY** after his or her pet EACH AND EVERY TIME IT ELIMINATES, WHETHER ON COMMON PROPERTY OR LIMITED COMMON PROPERTY. Because of the health hazard and landscaping problem presented by pet feces, pet feces shall not be permitted to remain.
6. In all respects, local, county, and state ordinances, statutes and regulations shall apply to the conduct of pets including those pertaining to animal bites.
7. The Board of Directors shall have the authority to request removal of any pet that (a) is deemed dangerous, (b) presents a health hazard, or (c) is the subject of a repetitive complaint.

8. Unit owners are responsible for the cost of repairing any damage done to the common or limited common elements caused by their pets.

B. BICYCLE PATHS

Bicycle paths may be used only by pedestrians and unmotorized vehicles, bicycles, and tot “big wheels”

C. RECREATIONAL & PLAY EQUIPMENT

1. Please note that all recreational and play equipment should remain within the boundary of their unit. This equipment, which is not limited to slides, doll houses, wading pools, skateboard ramps, basketball hoops/sports equipment, hockey nets, large children’s toys, play apparatus, etc. must be kept in the unit’s garage or internal residence. The recreational and play equipment may not be stored on the driveway of the garage, and must not interfere with lawn or building maintenance. Any unit owner’s belongings that interfere with maintenance will be removed by a representative of the Association.
2. Unit owners should make sure that these recreational/play items are covered under the unit owner’s insurance policy, as the Association’s policy does not include these items.

6. VEHICLE OPERATION

Statement of Policy – Park East maintains private streets, driveways and paths for the enjoyment and convenience of its residents. These areas are often used by children as play areas. Therefore, extreme care and caution must be exercised by each unit owner, resident, and their guests when operating a vehicle on Park East property.

The laws of the State of Illinois apply to the storage and operation of motorized vehicles on Park East property. All vehicles must be licensed or registered by the State of Illinois or in the state where a guest resides. All vehicles must have current license plates on display. Any vehicle that does not display legal plates will be towed.

A. MOTORIZED VEHICLES

1. Use
  - a. Unit owners, tenants and their guests must abide by the traffic control signs and posted speed limit of 15 mph throughout the property.
  - b. Motorized vehicles may be operated on Park East property only by duly licensed vehicle operators, and where the vehicle is licensed or registered by the State of Illinois or elsewhere.

- c. Under no circumstances may a motorized vehicle be operated on bicycle paths, sidewalks or landscaped areas.
- d. "Motorized Vehicle" includes car, van, truck, mobile home, camper, motorcycle, motorized dirt bike, mini-bike, three and four-wheeled motorized cycle, and snowmobile.
- e. Unit owners will be responsible for any damage to common elements resulting from negligent operation, storage, or parking of a motorized vehicle by themselves or their guests.
- f. The use of motorized bicycles such as dirt bikes or scooters is restricted to streets only.
- g. Vehicle operators exceeding the speed limit will be subject to the traffic laws and violations governed by Lake County.

2. Parking

- a. Parking by residents and their guests shall not interrupt the orderly flow of traffic through the property.
- b. Residents and guests may park their vehicles in their garages and driveways. Residents may not, at any time, park on the street in order to allow access to emergency vehicles at all times.
- c. The following vehicles are prohibited from being stored, kept, or maintained at Park East:
  - Trucks larger than ¾ ton pickup trucks
  - Vehicles that are licensed, painted or signed for commercial use.
  - Boats or trailers
  - Campers or camper trailers
  - House or horse trailers
- d. Repairs to any vehicle are prohibited in any common area of Park East.
- e. Overnight or permanent parking, by residents, is prohibited on any street or guest parking area. Long-term overnight parking, between 2:00 AM and 6:00 AM, by a guest, is prohibited without prior registration with the management company.
- f. Guests may park in the Guest Parking areas so long as such parking does not interfere with traffic flow. No car may be parked overnight on any street. Guests may use the guest parking area when all the homeowners' driveways are in use.

- g. The following guidelines shall govern parking at Park East:
  - 1. All vehicles must be parked in garage or driveway.
  - 2. If parked on the driveway, the vehicle must be parked perpendicular to the garage door. No more than two vehicles may park across any driveway in front of the garage.
  - 3. Vehicles that are too large to fit on the driveway or in guest parking and extend into the street must be parked off the property.
  - 4. Guest parking may not be used for storage of any vehicle.
  - 5. Unsightly vehicles may be restricted from the property at the discretion of the Board.
- h. Vehicles are not permitted on any street or guest area when snow removal is required. Park East and its snowplow service assume no responsibility for damage to vehicles or inconvenience caused by reason of vehicles parked on its streets or driveways when plowing is in progress.
- i. Parking shall be in an orderly manner.
- j. Class "C" vehicles, as defined by the State of Illinois, may not be parked on the property at any time.
- l. Unlicensed or unregistered vehicles must be parked in the garage or removed from the property.
- m. In a situation where the parking of a recreational vehicle violates these policies, special permission for parking must be requested through the managing agent.

3. Bicycles

- a. Bicycles shall be operated in a reasonable and orderly manner.
- b. Bicycles shall not be operated on any landscaped area.
- c. Bicycles may not be left in common areas overnight.

Unit owners and tenants are responsible for the conduct of their guests who negligently operate vehicles in violation of Park East Rules.

7. **GARBAGE**

Statement of Policy - Because the storage of garbage presents a health hazard and unsightly conditions, common sense and concern for one's neighbor and neighborhood shall govern storage of garbage.

- A. Garbage may be placed outside for pick-up no earlier than sunrise of the day of pick-up. Pick-up is regularly scheduled on Monday and Thursday, except where holidays fall on such days and then garbage pick-up is on the following day.
- B. Garbage must be bagged in dark-colored plastic bags. **Garbage cans are not permitted as they are often blown around the property when empty.**
- C. Removal of appliances, carpeting, and other large items are not the responsibility of the Association. Unit owners must arrange for their immediate removal. Special pick-ups require the homeowner to contact the Waste Management Company at 1-800-964-8988 and make their own arrangements. These items cannot be set out until the day of pick up. Violation of this rule carries an immediate \$50.00 per day fine. For large appliance pick-up service, call Environmental Field Services 1-800-426-9707.
- D. Recycling is the responsibility of the unit owner. Pick-up of the recyclables is Thursday in appropriate bins, separate from regular trash and garbage. Items must be weighted down securely so they do not blow around the property. Empty bins must be removed to the unit owner's garage as soon as possible, but no later than dusk the day of pickup. If a bin is lost, please call Waste Management – 1-800-964-8988. This is a unit owner's responsibility and cost.

## 8. LANDSCAPING AND STRUCTURAL CHANGES

Statement of Policy – Park East recognizes the need and desire of each unit owner to individualize his or her unit. However, Park East and each unit owner has an interest in maintaining the continuity and integrity of the overall appearance of the property. Therefore, certain basic requirements are necessary so long as they do not unduly inhibit unit owners' lifestyles, in order to maintain the overall quality of the environment.

### A. REAR OF UNIT

Unit owners may place plantings within the patio area. Each unit owner or tenant is responsible for all additions, alterations and plantings located within this area. The following rules apply to all rear areas at Park East.

1. Patios and yards must be maintained in an orderly fashion. All rear areas must be neat, clean, well maintained, and must not contain any rusted, broken, or unsightly items that detract from the appearance of the property. The Association can require the removal of any unsightly items, clutter, or debris. Patio areas may contain grills, lawn furniture, toys, and plants. The rear area is not to be used as storage for any other items.
2. No additional fences, decorative or functional, are allowed to be added.
3. No items in the back area of the unit may pose any interference to the maintenance of the landscaping. Any such items may be removed and disposed of by agents of the Association at the discretion of representatives of Park East. Any cost involved will be charged to the homeowner.
4. All plantings must be well maintained and neatly trimmed at all times. Flower and vegetable gardens must be weeded, and dead plant material must be removed. Plantings must not be too large for the space in which they are planted. Failure to maintain neat, orderly plantings may result in Association maintenance or removal that will be charged to the unit owner.
5. No items in the back area may interfere with neighboring unit owner's enjoyment of the general area.
6. Plants, with the exception of some trees, may not grow or stand above the top of the fence. Trimming is the responsibility of the unit owner. Failure to trim may result in Association maintenance, which will be charged back to the unit owner.
7. Plantings may not fully enclose the patio, thereby limiting access to the rear of the unit. For maintenance purposes, a four (4) foot continuous opening must be maintained.
8. No tree may be planted without written Board approval.



9. Repair of damage done by owner planted trees or bushes is the responsibility of the owner.
10. Vines may be planted to grow on the fence only, but must be contained on the owner's side of the fence and may not grow above the fence. No vines or clinging plants may be permitted to grow on the side of the building.
11. Fruit and vegetable plants must conform to the controls listed above.
12. Cement patios cannot be permanently altered or added to without Board permission. Installations such as, but not limited to, patio blocks and wood decks may be permitted, but must be approved by the Board in writing.
13. No additional structures such as, but not limited to, storage sheds, doghouses, and birdhouse/feeders either attached or free standing, shall be permitted without the written consent of the Board of Directors.
14. Any owner replacing seed with sod does the repair at their own expense.

B. COURTYARD / GARAGE

1. Unit owners may place plantings or decorative items in the courtyard/garage area, provided that they provide a neat, orderly, and uncluttered appearance, and do not interfere with the maintenance and repair of the courtyard and are not attached to the unit. Any plant material must be trimmed and free of weeds or dead plants. Courtyard areas are not to be used as storage areas.
2. Plants or decorative items may not pose a health hazard, threat to the structural integrity of the unit or diminish the overall appearance of the unit. Additionally, such decorative items may not be visible from the street.
3. Trees and bushes must be kept below allowable maximum height. Any damage caused by plantings to the buildings, foundation, fence, sidewalk, or any other limited common or common elements will be the responsibility of the unit owner. Any plant material too large for the area will be removed by the Association, and the cost will be charged back to the unit owner.
4. Attachments to the building and fence, such as hanging plants, decorative hardware, storm doors, etc., may be permissible, but require written Board approval. Damage done to the building or fence will be the responsibility of the unit owner and must be repaired at the unit owner's expense upon written notice from the Board.

5. The Association is responsible for care of the plantings, if the bushes are the original ones. If the unit owner has changed or replaced them, then the unit owner is responsible for the care of these plantings. Unsightly and unkempt landscaping along garages will be removed and replaced with new plantings to conform to association standards. The cost of removal, new plant material and its installation (planting) will be charged back to the unit owner. Such new plantings will be maintained by the Association.
6. All garage window treatments must have a neat, orderly appearance and be well maintained. Blinds, shutters, or curtains are recommended. No torn or unsightly material is allowed on garage windows.
7. The Board strongly recommends that all garage doors be kept closed when not in use. This will maintain an attractive appearance for the property, and is also important for individual safety. Garages may not be used for storage of any materials considered to be a fire hazard.

C. BUILDINGS AND FENCES

1. All unit address numbers on each building shall conform and be centered above the garage door. Only unit numbers provided by the Association will be used above garage doors.
2. Any alteration to a building (common and limited common element) must be approved by the Board of Directors. Violations will be removed by the Association at the unit owner's expense and after written notice from the Board has been given. All improvements shall be maintained by, and shall remain the sole responsibility of, the unit owner and any successor unit owner. Successor unit owners shall be responsible for said alterations even if not previously advised by the prior unit owner. The unit owner shall be responsible for any damage or destruction to the unit caused by the alteration. Park East Board, may at its election, remove any alteration it deems improper or a threat to the health or safety of neighboring residents, or which threatens the structural integrity of the unit, or creates and unreasonable interference to the maintenance of the unit.

D. COMMON AREAS

No unit owner may alter any common area without prior written permission of the Board of Directors. No advertisements, personal, or contractors' signs are permitted in or attached to the common areas.

Unit owners may not place food or birdseed outside of their unit, other than in approved bird feeders. This food attracts scavenging animals.

E. HOLIDAY DECORATIONS

1. Decorations shall be confined to the individual unit including interior and exterior areas. Any damage caused by these decorations shall be the sole responsibility of the unit owner. The Board may request removal of decorations that are deemed a possible fire hazard, liability hazard, inappropriate, offensive or unattractive. No decorations attached or free standing shall be permitted on the roofs (second story, or garage) and chimneys.
2. Decorations may be displayed no sooner than three (3) weeks before a holiday, and must be removed no later than three (3) weeks after the holiday. Any unit owner who does not remove the decorations within the approved time period may be subject to a fine.

F. SIGNS

FOR SALE signs may only be placed on the selling unit owner's side of the front berm. Signs may be displayed only on Saturday and Sunday. No other sign may be displayed in or outside the courtyard. Signs placed elsewhere in Park East are subject to removal and the unit owner will be subject to a \$75.00 fine. This includes signs put up by any agent assisting in the sale of a unit. Signs must be taken down at dusk on both Saturday and Sunday, and may only be up during those days. For Sale and Open House signs must not exceed the size of 24" by 24".

GARAGE SALES: Park East will hold one major garage sale per year, designated by the Board. Individuals may not have other sale dates. All Garage Sale signs must be pre-printed, not homemade, and of a size not to exceed 24" x 24". The signs must be removed by sunset each day of the sale. No sign may be attached to any Park East entry sign, stop sign, speed control sign or street sign.

G. MISCELLANEOUS

1. Unit owners are absolutely responsible for the conduct of their tenants (if any) and guests (whether or not invited) while they are on the Park East property.
2. Tenants must abide by all Rules and Regulations as if they were unit owners.
3. It is recommended that every unit shall be equipped with smoke and carbon monoxide detectors and with class "A", "B" or "C" fire extinguishers which shall be placed in a relatively accessible place inside the unit. (Suggested location for extinguishers is at the top of the stairs leading to the basement.)

4. Criminal charges will be filed, as well as a substantial fine, for anyone found vandalizing any Association property.

## 9. SALES AND RENTALS

Statement of Policy - While Park East does not possess a right of first refusal on sales of units or a right of first lease on rental units, Park East desires and encourages reasonable conduct in the sale or lease of a unit in order to maintain the high value of all units. Park East however, does not intend or desire to participate in or unreasonably frustrate any sale or rental of a unit.

### A. SALES OF UNITS

1. The unit owner is solely responsible for all acts necessary for assuring that the sale of his/her unit complies with the Illinois Condominium Property Act as from time to time amended.
2. The unit owner shall be responsible for the payment of all assessments, late fees, fines, special assessments, and repair damages assessed against his/her unit until the date the sale is legally completed. The managing agent, unless otherwise directed by the Board or the President, shall issue a letter stating that there are unpaid assessments and related charges and setting forth the balance due.
3. The unit owner shall present the Park East Declaration and Rules and Regulations to the purchaser of the unit.
4. Additional charges in connection with the sale of units may be charged to the selling unit owners at the discretion of the managing agent. (Debris left outside after moving.)

### B. RENTAL UNITS/OFFSITE OWNERS' RESPONSIBILITIES

1. The management agent must be furnished with a copy of the lease prior to tenant occupancy. This must be updated at the time of lease renewal and no initial lease shall be for less than one year
2. Owner MUST furnish tenant with a copy of the Rules & Regulations.
3. Unit owners renting their units are responsible for providing their tenants with a copy of the Rules and Regulations, and ensuring that they comply with them. In accordance with the Illinois Condominium Act, both the unit owner and the tenant can be fined for violating the Rules and Regulations.

# Waste Management, Inc.

## Guide to Solid Waste Service

Please place all items at the curb by 6:00 a.m. on your collection day.  
Refuse, recycling, and yardwaste will be picked-up on the same day but by three different trucks.

- TRASH:** Maximum of 33-gallon plastic bags or garbage cans and weigh less than 50 pounds.
- LARGE ITEMS:** Includes items such as chairs, tables, mattresses, bicycles, portable televisions, etc.  
Allowed (1) large item per week.
- TIRES:** Due to EPA regulations, tires can not be disposed of in Illinois landfills.
- MOVING BOXES:** Please flatten and put in bundles of 10. (Either tied or taped)
- CARPET:** Please cut and roll in 4-foot lengths not to exceed 50 pounds per bundle. Please call Waste Management to arrange for estimate and pick up.
- BUILDING MATERIAL:** Estimate required. Please contact Waste Management CSC at 800-964-8988.
- APPLIANCES:** Call Environmental Field Services 800-426-9707 to arrange for pickup. This includes refrigerators, freezers, ranges, washer/dryers, water heaters, air conditioners, humidifiers and dehumidifiers and other similar domestic and commercial large appliances.
- YARDWASTE:**
- Yardwaste collection begins April 1<sup>st</sup> and ends November 30<sup>th</sup>.
  - Yardwaste included grass clippings, leaves, prunings, limbs and other material accumulated as the result of the care of lawns, shrubbery and trees. Does not include ornamental items such as flower arrangements, pumpkins or cornstalks.
  - Yardwaste must be placed in Kraft paper yardwaste bags only, not to exceed 50 pounds. Pricing options depend on the city you reside in. Please contact Waste Management CSC at 800-964-8988.
  - Branches and tree limbs must be tied in bundles which are no more than 4 feet in length and 2 feet in diameter and must not exceed 50 pounds.
  - Trees and stumps will NOT be collected as yardwaste.
- SOD:** Same as trash.
- TOTERS:** Trash toters are available for rent at a cost \$2.00 per month. Only available in certain areas.
- HOLIDAY SCHEDULE:** If your collection day falls on or after a holiday, your collection will be delayed by one day.  
*The following holidays are observed.*
- |                |                  |
|----------------|------------------|
| NEW YEAR'S DAY | LABOR DAY        |
| MEMORIAL DAY   | THANKSGIVING DAY |
| FOURTH OF JULY | CHRISTMAS DAY    |

WASTE MANAGEMENT, INC.  
800-964-8988

# Recycling Information

Illinois landfills are filling and closing. New landfills are not being sited. Recycling cuts down on the waste deposited in landfills and provides opportunities for these materials to be made into reusable products.

Recyclable material are picked up from your home, placed in a truck and taken to a sorting facility. At the sorting facility recycled materials are placed on conveyor belts where the materials are sorted by machine and/or by hand. Recyclable materials which are not properly prepared can sometimes be discarded or sent on to the landfill. There is not time for the sorters to remove lids, rings, paper or other items so the items are removed from the belt and discarded. Taking a few seconds to prepare recyclables for sorting will guarantee they are properly processed.

Please take a few minutes to review the information below and help reduce the amount of waste which is going to our landfills.

| Category   | Acceptable Items     | Example  | Preparation   |
|--|----------------------|--|---|
| <b>Commingled Containers</b><br>(Place in the green recycling bin - NO BAGS) | Glass bottles & jars | wine bottle, pickle jar                          | rinse clean   |
|  | Steel (tin) cans     | soup can, pet food can                           | rinse clean   |
|  | Aluminum cans        | soda can, beer can                               | rinse clean   |
|  | PET plastic #1       | Soda Bottle                                      | discard cap, rinse, flatten bottle  |
|  | HDPE plastic #2      | milk jug, margarine tub                          | discard bottle caps, rinse, flatten bottle  |
|  | PVC plastic #3       | floor wax bottles                                | discard bottle caps, rinse, flatten bottle  |
|  | LDPE plastic #4      | lids from tubs or coffee cans                    | rinse if necessary  |
|  | PP plastic #5        | take out container, vitamin bottles              | discard bottle caps, rinse, flatten bottle  |
|  | Other plastic #7     | Ketchup bottles                                  | discard bottle caps, rinse, flatten bottle  |
| <b>Newspaper</b><br>(Place in a brown paper bag)                             | Newspapers & Inserts | daily newspapers and accompanying advertisements | Whatever comes with the newspapers (ads, etc.) can go with the newspaper<br><br>Place newspaper bin or bag under the recycling container. This will keep the papers dry and reduce the change of paper blowing around the neighborhood. |
| <b>Mixed Paper</b><br>(set out in a brown paper bag)                         | White paper          | school or office paper                           |   |
|  | Junk Mail            | advertisements, envelopes, etc.                  |   |
|  | Magazines            | magazines, mail-order catalogs                   | small quantities: place in bags with mixed paper stacks over 6", tie in 6" bundles  |
|  | Paper bags           | bags from grocery and other stores               | fold flat and place in bags   |
|  | Chipboard            | cereal, pasta, gift and shoe boxes               | remove plastic windows/liners no boxes from frozed or refrigerated foods  |
| <b>Set out under or next to recycling bins</b>                               | Corrugated cardboard | moving/shipping boxes                            | flatten & stack<br>maximum size is 2' x 2'<br>place in stacks   |